# Functional Requirement

### 1.1 Email Sending Function

\*\*Function Number: FR-01\*\*

\*\*Description:\*\* Users can send emails to one or more specified recipients via the platform. Emails can use preset templates and include attachments.

\*\*Input:\*\* Sender's UserID, Recipients' ReceiverIDs, Subject, Body, List of Attachments, TemplateID

\*\*Output:\*\* Successfully sent EmailID, Send Status

### 1.2 Email Receiving Function

\*\*Function Number: FR-02\*\*

\*\*Description:\*\* Users can receive emails from other users, which will be automatically stored in a designated folder.

\*\*Input:\*\* Recipient's UserID, Sender's SenderID, Subject, Body, List of Attachments, ReceiveTime, FolderID

\*\*Output:\*\* Successfully received EmailID, Receive Status

### 1.3 Calendar Management Function

\*\*Function Number: FR-03\*\*

\*\*Description:\*\* Users can create, edit, delete, and view personal schedules, including information such as event name, start time, and end time.

\*\*Input:\*\* User's UserID, EventName, StartDateTime, EndDateTime, Location, Description

\*\*Output:\*\* Successfully created/edited/deleted ScheduleID, Operation Status

### 1.4 Contact Management Function

\*\*Function Number: FR-04\*\*

\*\*Description:\*\* Users can create, edit, delete, and view contact information, including name, email address, phone number, etc.

\*\*Input:\*\* User's UserID, Name, Email, Phone, Address, Notes

\*\*Output:\*\* Successfully created/edited/deleted ContactID, Operation Status

### 1.5 Distribution Group Management Function

\*\*Function Number: FR-05\*\*

\*\*Description:\*\* Users can create, edit, delete, and view distribution groups, each of which can contain multiple contacts.

\*\*Input:\*\* User's UserID, GroupName, Members

\*\*Output:\*\* Successfully created/edited/deleted GroupID, Operation Status

### 1.6 Archiving Policy Management Function

\*\*Function Number: FR-06\*\*

\*\*Description:\*\* Users and administrators can create, edit, delete, and apply archiving policies, including archiving criteria and actions.

\*\*Input:\*\* User's UserID, PolicyName, Criteria, Action

\*\*Output:\*\* Successfully created/edited/deleted PolicyID, Operation Status

### 1.7 Email Archiving Function

\*\*Function Number: FR-07\*\*

\*\*Description:\*\* The system automatically archives emails based on archiving policies, and users can also manually archive emails.

\*\*Input:\*\* EmailID, UserID, PolicyID, ArchiveTime, RetentionPeriod

\*\*Output:\*\* ArchiveID of the archived email, Archive Status

### 1.8 Email Flow Capture Function

\*\*Function Number: FR-08\*\*

\*\*Description:\*\* The system captures the flow of each email, including sending, receiving, forwarding, etc.

\*\*Input:\*\* EmailID, CaptureTime, FlowStatus

\*\*Output:\*\* CaptureID of the email flow record, Capture Status

### 1.9 Expired Email Management Function

\*\*Function Number: FR-09\*\*

\*\*Description:\*\* The system automatically detects and processes emails that have exceeded their retention period.

\*\*Input:\*\* EmailID, ExpireTime, HandlingStatus

\*\*Output:\*\* ExpiredEmailID of the expired email record, Handling Status

### 1.10 Email Account Management Function

\*\*Function Number: FR-10\*\*

\*\*Description:\*\* Administrators can create, edit, delete, and manage email accounts, including permission settings.

\*\*Input:\*\* AdminID, EmailAccount information, Operation type (e.g., create, edit, delete)

\*\*Output:\*\* EmailAccountID of the email account, Operation Status

### 1.11 Data Backup and Recovery Function

\*\*Function Number: FR-11\*\*

\*\*Description:\*\* The system supports backup and recovery from file-level to full-database level, and administrators can view and manage backup logs.

\*\*Input:\*\* BackupType, BackupTime, OperationTime for restore, Operation type (e.g., backup, restore)

\*\*Output:\*\* LogID of the backup log, BRLID of the restore log, Operation Status

### 1.12 Email Folder Management Function

\*\*Function Number: FR-12\*\*

\*\*Description:\*\* Users can create, edit, delete, and manage email folders, including the creation of subfolders.

\*\*Input:\*\* User's UserID, FolderName, ParentFolderID

\*\*Output:\*\* FolderID of the email folder, Operation Status

### 1.13 Email Template Management Function

\*\*Function Number: FR-13\*\*

\*\*Description:\*\* Users can create, edit, delete, and manage email templates for quickly creating and sending standardized emails.

\*\*Input:\*\* User's UserID, TemplateName, Content

\*\*Output:\*\* TemplateID of the email template, Operation Status

### 1.14 Reminder Task Management Function

\*\*Function Number: FR-14\*\*

\*\*Description:\*\* Users can create, edit, delete, and manage reminder tasks, setting reminder times, frequencies, etc.

\*\*Input:\*\* User's UserID, TaskName, ReminderTime, Frequency

\*\*Output:\*\* TaskID of the reminder task, Operation Status