# Functional Requirement

#### 1.1 Email Sending Function

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

\*\*Description\*\*: Users can send emails to one or more specified recipients, with emails containing text content, attachments, and other metadata.

\*\*Input\*\*: SenderID, ReceiverID, Subject, Body, FileID.

\*\*Output\*\*: Sent email (Email).

#### 1.2 Email Receiving Function

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

\*\*Description\*\*: The system automatically receives and stores emails sent to the user, allowing users to view and manage these emails.

\*\*Input\*\*: ReceiverID.

\*\*Output\*\*: List of received emails (Email).

#### 1.3 Email Formatting Function

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

\*\*Description\*\*: Users can edit the format of emails, including font, color, paragraph formatting, etc.

\*\*Input\*\*: EmailID, formatting parameters.

\*\*Output\*\*: Formatted email (Email).

#### 1.4 Email Search Function

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

\*\*Description\*\*: Users can search for emails based on keywords, sender, recipient, date, and other conditions.

\*\*Input\*\*: Search criteria (e.g., keywords, SenderID, ReceiverID, date).

\*\*Output\*\*: List of emails (Email) that match the criteria.

#### 1.5 Folder Organization Function

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

\*\*Description\*\*: Users can create, rename, move, and delete email folders, and classify emails into different folders.

\*\*Input\*\*: UserID, folder operation type (e.g., create, rename, move, delete), EmailID.

\*\*Output\*\*: Updated list of email folders.

#### 1.6 Contact Management Function

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

\*\*Description\*\*: Users can add, edit, and delete contact information, and group contacts.

\*\*Input\*\*: Contact information (e.g., name, email address, phone number, address), UserID.

\*\*Output\*\*: Updated list of contacts (Contact).

#### 1.7 Distribution Group Management Function

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

\*\*Description\*\*: Users can create, edit, and delete distribution groups, and add or remove members from the groups.

\*\*Input\*\*: Distribution group information (e.g., name, description), member information (e.g., ContactID), UserID.

\*\*Output\*\*: Updated list of distribution groups (Group).

#### 1.8 Calendar Management Function

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

\*\*Description\*\*: Users can create, edit, and delete calendar events, and set related reminders.

\*\*Input\*\*: Event details (e.g., start time, end time, title, description), UserID.

\*\*Output\*\*: Updated list of calendar events (Schedule).

#### 1.9 Archiving Policy Management Function

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

\*\*Description\*\*: Users can create, edit, and delete archiving policies to meet long-term storage and compliance audit requirements.

\*\*Input\*\*: Archiving policy details (e.g., policy name, archiving criteria, retention period), UserID.

\*\*Output\*\*: Updated list of archiving policies (ArchivePolicy).

#### 1.10 Email Archiving Function

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

\*\*Description\*\*: Users can manually archive emails or archive them according to archiving policies.

\*\*Input\*\*: EmailID, ArchiveDate, PolicyID.

\*\*Output\*\*: List of archived emails (ArchivedEmail).

#### 1.11 Backup and Restore Function

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

\*\*Description\*\*: The system provides regular backup functionality for emails and data, and allows users to restore data from different levels (file-level to full-database level).

\*\*Input\*\*: BackupType, BackupDate/RestoreDate.

\*\*Output\*\*: Backup log (BackupLog) records, status of restored data.

#### 1.12 Administrator Account Management Function

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

\*\*Description\*\*: Administrators can manage the creation, review, permission allocation, and revocation of user email accounts.

\*\*Input\*\*: Account request information (AccountRequest), permission configuration information (AccountPermission), AdminID.

\*\*Output\*\*: Updated list of user accounts (User), updated list of account permissions (AccountPermission).

#### 1.13 Administrator Archiving Policy Management Function

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

\*\*Description\*\*: Administrators can formulate and standardize archiving policies to help users manage email archiving more effectively.

\*\*Input\*\*: Archiving policy details (ArchivePolicy), AdminID.

\*\*Output\*\*: Updated list of archiving policies (ArchivePolicy).

#### 1.14 Administrator Backup Log Management Function

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

\*\*Description\*\*: Administrators can view and manage backup logs to ensure data security and traceability.

\*\*Input\*\*: Backup log query criteria, AdminID.

\*\*Output\*\*: List of backup logs (BackupLog).

#### 1.15 Task Reminder Management Function

\*\*Function Number\*\*: FR-15

\*\*Description\*\*: Users can set task reminders related to emails or calendar events.

\*\*Input\*\*: ReminderType, ReminderDate, AssociatedEmailID, AssociatedScheduleID, UserID.

\*\*Output\*\*: Updated list of task reminders (TaskReminder).