**Overall**

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| **ID** | **Requirement** |
| 1 | For the main colour scheme:   1. Background colour should be white 2. Button and sidebar background colours should be blue 3. Cancel and delete buttons background colours should be red 4. Dropdown and input boxes outline colours should be black |
| 2 | For the font:   * 1. Font style should be Calibri   2. Main colour should be white   3. Colour should be black on white backgrounds   4. Error messages should be red   5. Hyperlinks should be light blue and underlined |
| 3 | For the buttons:   1. Large buttons should be used for text labelled buttons (default buttons) 2. Small buttons should be used for symbol labelled buttons (symbol buttons are specified) |
| 4 | Screen loading should be almost instance |
| 5 | Window:   * 1. Should have a logo which is Logo should be an envelope with a red outline and a blue m integrated into the outline  1. Should default to full screen 2. Resizing should resize the components |

**Login Screen**

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| **ID** | **Requirement** |
| 1 | Password input box should hide the characters that are entered unless a show password checkbox is set to true |

**Create Screen**

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| **ID** | **Requirement** |
| 1 | Recipients input box should have prompt text stating this input box is for the recipients as well as that each email is to be separated by a comma |
| 2 | Carbon copies input box should have prompt text stating this input box is for the carbon copy addresses |
| 3 | Blind carbon copies input box has prompt text stating this input box is for the carbon copy addresses |
| 4 | Subject input box should have prompt text stating this input box is for the subject |
| 5 | For the contents toolbar:   1. Should use a light grey background to separate from the contents text area 2. Font style drop box should have each font stylised as itself 3. Bold button should have a bolded B 4. Italic button should have an italicised I 5. Strikethrough button should have a strikethrough S 6. Subscript button should have a normal S then a subscripted s 7. Superscript button should have a normal S then a superscripted s 8. Bullet point drop box should show each bullet point using the corresponding symbol 9. Numbering drop box should show each numbering using the corresponding symbol |
| 6 | List of selected file boxes should have a scrollbar in case the list is longer than the screen space it has |
| 7 | For the Tag box:   1. Tag box should use a light grey background to make it apparent that is a group of components 2. Tag name input box’s character limit should be 16 3. Add tag button should have a plus symbol 4. Add tag button should not accept empty tag names 5. Add tag button should not accept tag names that are already used for existing tags 6. Add list tag button should have a plus symbol with “ (List)” in from of it 7. Add list tag button should not accept empty tag names 8. Add list tag button cannot accept tag names that are already used for existing tags 9. Insert tag button should not have a plus symbol 10. Delete tag button should have a cross symbol 11. Insert list tag button should have a plus symbol 12. Delete list tag button should have a cross symbol 13. Tag list bullet point drop box should show each bullet point / numbering using the corresponding symbol 14. List of tags should have a scrollbar in case the list is larger than the tag box |
| 8 | For the send button:   1. Should not perform action if there is not at least one email address found in either the recipients, carbon copies, or blind carbon copies input boxes, showing the appropriate error message 2. Should not perform action if there is an email address in the incorrect format, showing the appropriate message which will state which input box the incorrect email address is found along with the email address itself 3. If attempting to send the email without going to the tag screen, the button should not perform its action if there is an error connecting to the email provider, either due to issue on their end, or on the user’s end by struggling connecting to the internet, showing an appropriate error message |

**Tags Screen**

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| **ID** | **Requirement** |
| 1 | For the tag boxes:   1. Up buttons should have an up arrow symbol 2. Down buttons should have a down arrow symbol 3. Delete buttons should have a cross symbol 4. Add buttons should have a plus symbol |
| 2 | For the send button:   1. Should not perform its action if there is an empty value found in any of the tag input boxes, giving an appropriate error message stating which email address has an empty tag input box and which tag it is 2. Should not perform its action if there is an error connecting to the email provider, either due to issue on their end, or on the user’s end by struggling connecting to the internet, showing an appropriate error message |

**Sidebar**

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| **ID** | **Requirement** |
| 1 | For the account Menu (top half of sidebar):   1. If the menu is longer than half the sidebar, then it should become scrollable, apparent when the bottom/top button is cut-off 2. Email account nickname should be restricted between 1 to 16 characters inclusive 3. Current selected email account should be bold 4. Context menu logout text should be red 5. Context menu border colour should be blue 6. Context menu display time should be almost instant |
| 2 | For the options menu (bottom half of sidebar):   1. Should be greyed out when an account has not been selected 2. Current selected option should be bold |