Outlook test cases – General

## Installation Testing

Test the following-

1. Install/uninstall preferably on brand new machine where pre-requisites not installed.

2. Test install using batch file (installing on many machines at once)

Refer to compatibility doc for details.

## Compatibility Testing

Refer to compatibility doc for OS and Outlook version details.

What to test-

1. Basic secure and LFT sending.

2. LFT attachments downloading.

3. View secure email and download attachments.

4. Use Sparkweave’s “attach file” option to send mails.

5. Make sure all Sparkwave tabs (Settings, Options, and About) work fine.

## User Permissions

|  |  |  |
| --- | --- | --- |
| Sender | Recipients | Type of email |
| User with all perms | User with all perms, User with no perms, User with only secure permission and  User with only LFT permission | LFT |
| Secure |
| User with no perms | User with all perms, User with no perms, User with only secure permission and  User with only LFT permission | LFT |
| Secure |
| User with only secure permission | User with all perms, User with no perms, User with only secure permission and  User with only LFT permission | LFT |
| Secure |
| User with only LFT permission | User with all perms, User with no perms, User with only secure permission and  User with only LFT permission | LFT |
| Secure |
|  |  |  |

Make sure to verify that appropriate error messages pop up at send time.

## GUI Testing

Test that all Sparkweave options function as expected-

1. https option (if server has valid ssl cert)

2. ‘Test login and view account info”

3. Disable add-in

4. Default send options

5. Display options dialog when sending

6. Initial splash screen.

7. “Save” functionality

8. About dialog

9. Help

## User Onboarding

|  |  |
| --- | --- |
| **Option enabled on server** | **Type of email sent from Outlook** |
| Personalized with no confirmations | LFT |
| SECURE |
| Personalized with confirmations | LFT |
| SECURE |
| Generic with no confirmations | LFT |
| SECURE |
| Generic with confirmations | LFT |
| SECURE |

After users have been onboarded make sure-

1. User permissions are guest user permissions.

2. Can send secure/LFT emails (according to permissions).

3. Receives delivery notifications where applicable.

## LFT and secure email sending

1. Attach files using Outlook’s attach feature and send LFT emails.

2. Attach files using Sparkweave’s attach file feature and send LFT.

3.Combine 1 and 2 above.

4. Send a regular email with attachments.

5. Attach files using Outlook’s attach feature and send secure emails.

6. Attach files using Sparkweave’s attach file feature and send secure emails.

7.Combine 5 and 6 above.

8. Attaching files using Sparkweave’s attach file feature should enable “send as lft   
“ by default.

9. Send a secure email with no attachments.

10. Test that auto re-routing of attachments works when files attached using Outlook’s attach file feature and using Sparkweave’s attach file feature.

11. Test that expired and revoked email attachments and secure email bodies are no longer accessible.

12. Make sure that all emails sent (lft and secure) follow email expiration rules correctly.

13. Ensure that all LFT and secure emails sent from outlook have their respective web interface entries. Check the delivery tracking page and email attachments page for appropriate details.

## Inbox, sent items, drafts and Outbox

1. Make sure that no duplicate email copies are left behind in the drafts folder or under deleted items when a secure email is viewed.

2. Make sure that sent item details match with the original email sent.

3. Send an email after saving it as a draft and ensure that recipient checking takes place.

4. Send a regular outlook email with a large attachment so that it sits in the outbox for some time. While it sits in the outbox try sending an lft or secure email and make sure that they get delivered to recipients fine.

## Delivery notifications

1. Check that server side delivery notification settings should reflect in the outlook add-in when sending emails.

2. Also check that overriding the delivery notification option at send time works as expected.

## Send time options

Checking/unchecking show send time options on the main window and on the compose window (used to show null reference exception)

Consider the following scenarios and perform test cases mentioned in table below for each scenario.

Each scenario represents send options under Sparkweave’s settings tab on the main Outlook window.

Note: Some of the test cases may not be possible to execute. Ignore them.

1.

display send options at send time- check

lft- not checked

secure- not checked

2.

display send options at send time- check

lft- checked

secure- not checked

3.

display send options at send time- check

lft- checked

secure- checked

4.

display send options at send time- not checked

lft- not checked

secure- not checked

5.

display send options at send time- not checked

lft- checked

secure- not checked

6.

display send options at send time-not checked

lft- checked

secure- checked

Test cases:

|  |  |  |
| --- | --- | --- |
| Attach file using This attach file option | Option to save under send options on the compose window before hitting send | Option to select after hitting send |
| outlook | - | Send as lft |
| Outlook | - | Send as secure |
| Outlook | Check LFT | Send as lft |
| Outlook | CHECK LFT | Send secure |
| outlook | CHECK SECURE | Send secure |
| outlook | CHECK SECURE | Send lft |
| Sparkweave | - | Send as lft |
| Sparkweave | - | Send as secure |
| Sparkweave | Check LFT | Send as lft |
| Sparkweave | Check LFT | Send as secure |
| Sparkweave | CHECK SECURE | Send as secure |
| Sparkweave | CHECK SECURE | Send as lft |

## Email signatures and different content formats

1. Try different email signatures with combinations of RTF formats and images(lpg,tiff,png etc.)

2. Test different types of email bodies (html, plain,RTF)

## Interaction with Different Microsoft products

1. Try sending emails from various MS products like Word, Ppt ETC. The app should not crash and the email should be delivered correctly.

2. Try non- Microsoft products that are commonly used like Adobe etc.

## Reply/FWD/Reply to all/CC/bcc

1. Test sending replies , forwards, reply to all for secure and LFT emails.

2. Test sending to more than one recipients and that cc and bcc work correctly.

3. For both 1 and 2 above test that all corresponding web interface details are logged/displayed correctly.

4. Test that sending emails from Outlook doesn’t generate multiple email copies. (refer to redine for related old bugs)

## Testing for different kinds of users

Make sure that the add-in works as expected for the following types of users;

1. Exchange users.

2. Non-exchange users who use gmail etc.

## Testing different attachment sizes

Test sending secure and LFT emails with

1. file sizes less that 1 MB

2. Bypassing the Exchange limitation- Files greater than 2 GB

3. Total file count greater than 100 should be rejected by the add-in.

## Using Outlook items as attachments

Send secure and LFT emails using Outlook items as attachments:

Journals, appointments, contacts, inbox items, tasks etc.

## Unicode Testing

Use files with Unicode characters as contents and as file names to send secure and LFT emails.

Make sure such emails are sent as expected and all web interface details are displayed correctly.