

New Recipient List Format

What?

The diagram illustrates the new recipient list format. It features a list of three recipients, each in a rectangular container. The first container is grey and contains 'Brent Bowlby' with a 'to' label and a close icon. The second container is also grey and contains 'foo@example.com (new user)' with a 'cc' label and a close icon. The third container is red and contains 'Jay Groven' with a 'cc' label and a close icon. To the right of these containers is a large curly bracket with text explaining that allowed recipients are shown in grey, while forbidden recipients are highlighted in red with a message explaining the reason when hovered over. Below the list is a 'To' dropdown menu, an input field containing 'jdoe@example.com', and an 'Add' button. A 'mass insert' link is located below the 'Add' button.

allowed recipients are shown in grey. Forbidden recipients are highlighted in red with a message that tells you why the user is forbidden when hovered over.

To Add

[mass insert](#)

instead of:

The diagram shows the old recipient list format, which is a single text box containing a delimited list of email addresses: 'bbowlby@lutsendata.com; jgroven@lutsendata.com; foo@example.com; jdoe@example.com'.

bbowlby@lutsendata.com; jgroven@lutsendata.com; foo@example.com; jdoe@example.com

Why?

The recipient list will be changed to a controlled-input rather than a free-form delimited entry. There are several reasons for this change:

1. Unlike a traditional email system, the SparkWeave system imposes restrictions on who can email whom and under what circumstances.
 - a. Using a controlled input allows us to check the validity of each recipient as they are added.
 - b. Using a controlled input allows us to display an acceptance status for each already-added recipient. We can also show the user why each forbidden recipient is denied.
2. Using a controlled input system allows us to display extra information for each recipient that the sender may find interesting – for example, whether the system recognizes the user or if a new user will need to be on-boarded due to the send.

Details

1. If a recipient is forbidden, their container is colored red. When the warning icon on the container is clicked, a message displays explaining why the user is forbidden.
2. The page will never automatically delete recipients for the user; it will display the relevant information to the user and allow them to decide how to resolve the situation (either by deleting recipients or changing the properties of their email).
3. The page prevents invalid-format email addresses from being input.

4. As changes are made to the page (secure email is checked and unchecked and new files are uploaded), the page will dynamically reassess what type of email is being composed and update the status of the recipient list.
5. An extra “mass insert” link is provided to allow users to paste in a standard semi-colon (;) separated list of recipients for convenience.