

Requirement Specifications

Front Page

- Login and logout

Main Page

Checking Mail

These six items are part of the basic functionality of e-mail software.

- Display the sender, subject, time received, size of the mail
- Move to folder
- Open attachment
- Reply to e-mail (single and multiple recipients)
- Forward e-mail
- Navigate between messages
- Flag e-mail (unread, priority) – increases ability to organize e-mail and navigate easily among saved messages, or to convey meaning to recipients (priority)
- Insert addresses or nicknames denoting addresses – increases ease of use by storing addresses so they won't have to be remembered, rather, the user only needs to remember the everyday name of the recipient.
- Add the sender into the address book – important to address book functionality
- Send carbon copies or secret copies – this feature is common to e-mail software and may be expected
- Attach signature – if the user likes to attach his/her name or a string of text to the end of messages, this feature streamlines that operation.
- Attach digital signature – is useful if there are privacy concerns
- Allow HTML tags – allows more messages to be displayed as intended, and gives experienced users more flexibility in composing messages.
- Save a copy in your Sent Item folder – this feature is common to e-mail software and may be expected.
- Preview printable version – this function

Administration of Messages

- Delete – this function is integral to e-mail software

The following functions aid in organization of messages to streamline use of software

- Move to other folders
- Create/delete folders
- Search mail
- Set up filters – this function lets messages be automatically sorted as well as blocks unwanted messages.

Other

- Online help
- Edit entries in address book: actually this feature should be pulled apart more
- Logout
- Link to “Edit appearance of UI”: due to time constraints, I feel we shouldn’t go too deeply into this

Composition Screen

Composition

The following functions are integral to e-mail composition

- Send message
- Cancel message in progress

The following functions are beyond the scope of our software

- Cut
- Copy
- Paste

The following features allow greater flexibility in composing messages but do not have to interfere with basic functionality

- Save as a draft
- Open Draft
- Spell check
- Select font
- Font size
- Bold, italic, underline
- Text color
- Hyperlink
- Alignment
- Bullet
- Decrease indent
- Increase indent
- Complete titles
- Highlight

Task Analyses

The left column contains the actions that must be performed to accomplish specific tasks. The right column indicates the text that will display in the lower right corner.



Buttons	Real Text
Read a Message	
1. Choose message from Inbox and click on message	You've chosen a message to display on the Main View, in the middle. You can <u>REPLY</u> to this message, <u>MOVE</u> it to a category, and more. If you'd like more advice, click <u>HELP</u> .
2. The message will display in the Main View	No change
Reply to a Message with multiple recipients	
1. Click on Reply All button below the Main View	No change
2. Choose desired recipients from list	You've chosen to reply to a message. The original message had multiple recipients. Choose everyone you'd like to send your reply to, from the list in the Main View.
3. Click OK	

Buttons	Real Text
Compose a draft	
1. Click on Compose Draft	This is the Compose Screen. You can use the Main View to compose your message. You can choose a recipient by clicking on a name in your address book (above) and clicking <u>INSERT ADDRESS</u> , or by typing an address in the Address Field.
2. The Inbox and Main View changes; the cursor appears in the Address Field	No change
3. Type address of recipient	Would you like to enter a <u>SUBJECT</u> now?
4. Press tab or use mouse to place cursor on subject line	No change
5. Type subject	Would you like to get started on the <u>BODY</u> of your message?
6. Press tab or use mouse to place cursor in body of message	No change
7. Type message	You can use the buttons above the Body to change font size, use italics, and more. When you're all done, click <u>SEND</u> to send your message.

Buttons	Real Text
Add sender's address to address book	
1. Click on Address Book tab	This is the Compose Screen. You can use the Main View to compose your message. You can choose a recipient by clicking on a name in your address book (above) and clicking <u>INSERT ADDRESS</u> , or by typing an address in the Address Field.
2. Click on Edit Address Book icon	You've chosen to edit your address book. If you'd like to add an address, you can type it into the Address View, or highlight an address with your mouse (click on <u>HELP</u> to learn how) and then click <u>COPY</u> to grab the address. Then, click on the Address View and click <u>PASTE</u> to insert the address. Click on <u>OK</u> when you're done.
3. Type address into Address View	No change
Insert an address into a message	
1. Click on name in address book	You've chosen a name from your address book. Would you like to <u>INSERT</u> this address into the Address Field.
2. Highlight an address with the mouse	This is the Compose Screen. You can use the Main View to compose your message. You can choose a recipient by clicking on a name in your address book (above) and clicking <u>INSERT ADDRESS</u> , or by typing an address in the Address Field.
3. Click and drag the address to the Address Field in the Address View	No change

Buttons	Real Text
Flag a message for archiving purposes	
1. Click on message to flag	You've chosen a message to display on the Main View, in the middle. You can <u>REPLY</u> to this message, <u>MOVE</u> it to a category, and more. If you'd like more advice, click <u>HELP</u> .
2. Click on the Set Flag button	No change
View only flagged messages	
1. Click on See Flags button	You've clicked on Show Flags. This will change your message list to only show messages you've flagged as important. You can switch back to normal by clicking on <u>SHOW FLAGS</u> again.
Save as draft	
1. Follow the steps to compose a draft	This is the Compose Screen. You can use the Main View to compose your message. You can choose a recipient by clicking on a name in your address book (above) and clicking <u>INSERT ADDRESS</u> , or by typing an address in the Address Field.
2. Click the Save as Draft button	You've chosen to Save as Draft. It'll stay in the Drafts category until you need it again.
Resume last draft	
1. Click on Compose	This is the Compose Screen. You can use the Main View to compose your message. You can choose a recipient by clicking on a name in your address book (above) and clicking <u>INSERT ADDRESS</u> , or by typing an address in the Address Field.
2. Press the Resume Last Draft button	No change

Buttons	Real Text
Open another draft, beside the last-used one	
1. Click on the Drafts category from the list of categories	You're looking at the Drafts category. Just click on the draft you'd like to resume, and it'll open in the Main View.
2. Click on the desired draft from the list of messages	No change
3. The draft appears in the Main View. The cursor appears at the end of the message	This is the Compose Screen. You can use the Main View to compose your message. You can choose a recipient by clicking on a name in your address book (above) and clicking <u>INSERT ADDRESS</u> , or by typing an address in the Address Field.
4. Resume typing message	No change
Set up categories for archived e-mails	
1. Click on a location in the Category View	You've chosen to file away a message into categories. Click on a category that applies. You can do this multiple times.
2. Click on the Create Category button	To create a new category, type in the name in the Main View, and click <u>OK</u> next to it.
Organize a message by category	
1. Click on a message	You've chosen a message to display on the Main View, in the middle. You can <u>REPLY</u> to this message, <u>MOVE</u> it to a category, and more. If you'd like more advice, click <u>HELP</u> .
2. Click the Classify into Categories button	You've chosen to file away a message into categories. Click on a category that applies. You can do this multiple times.
3. Choose a category and click on it	No change

Buttons	Real Text
Add an attachment to a message	
1. Click on Add Attachment button	This is the screen where you can add attachments to your message. Use the Main View to find the file you'd like to attach, and click on it. Click on the Attach button when you've chosen the one you want.
2. Click on the desired file	Would you like to <u>ATTACH</u> this file?
3. Click on OK	
Open an attachment	
1. Click on the Open Attachment button	This message has an attachment. Would you like to <u>OPEN</u> it? Warning: You shouldn't open an attachment if you don't know the sender or don't know what the attachment is.
Print Preview and then print message	
1. Click on Print Preview button	This is the Print Preview screen If you click on <u>PRINT</u> , you'll get something that looks like this screen. You can also click on <u>CANCEL</u> to go back to what you were doing without printing anything.
2. Click on Print button	No change.