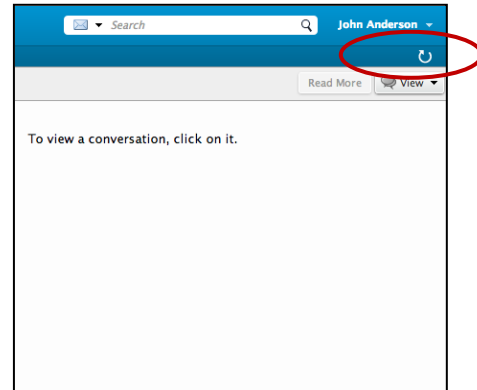


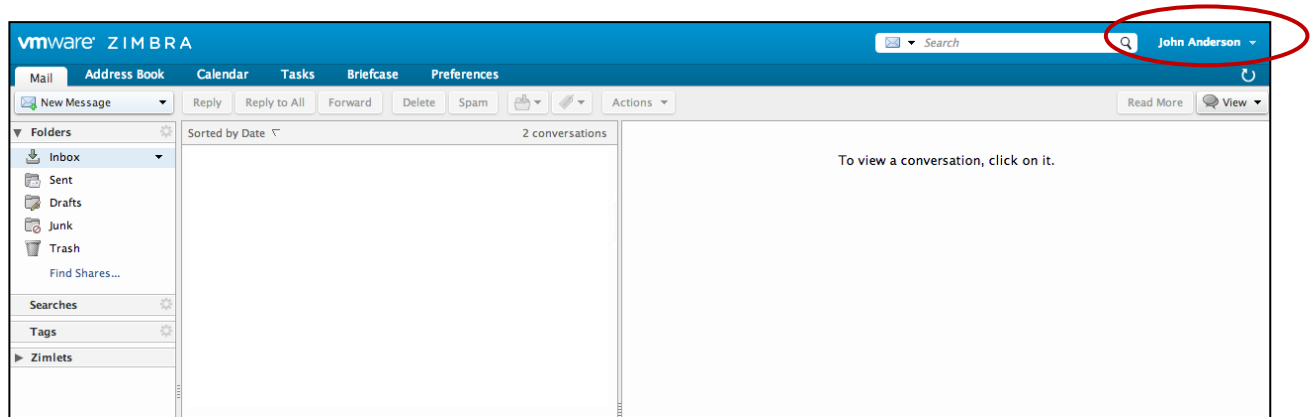
### Check and Refresh Mail

The white circular arrow located under your name in the top right corner allows you to refresh mail and check for new messages. This has replaced the "Get Mail" icon in the previous version of Zimbra.



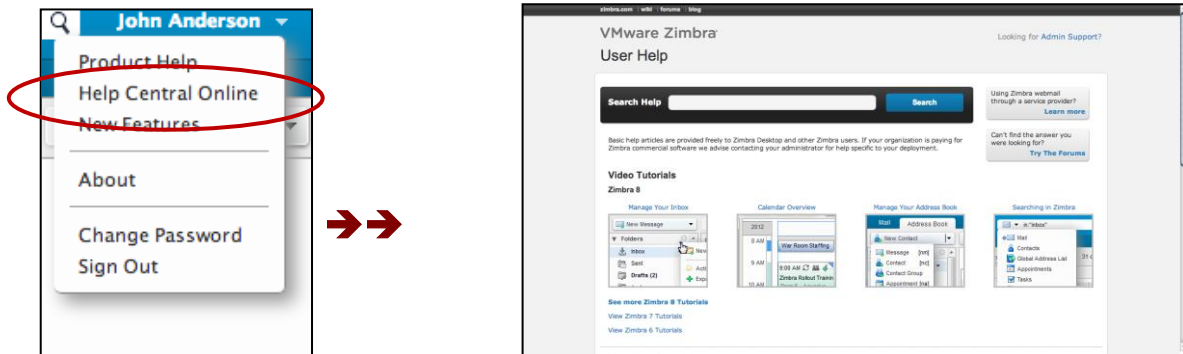
### Dropdown Menu

Zimbra 8 now has a dropdown menu located in the top right corner that provides access to key features. Clicking on the dropdown arrow to the right of your name opens a menu that allows you to access help, view new features, change your password and sign out of Zimbra.



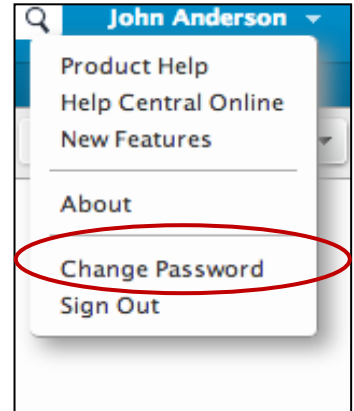
### Help Central Online

The dropdown menu provides access to Help Central Online. This link contains Zimbra video tutorials and help articles to assist you with navigating Zimbra email.



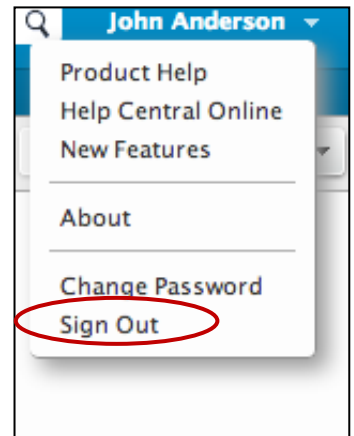
## Change Password

To change your password, simply click on the dropdown menu and select "Change Password." This can also be done the same way as in the previous version of Zimbra by clicking the preferences tab and selecting "Change Password" under Sign in Options.



## Sign Out

Notice that the "Log Out" option in the previous version of Zimbra is now called "Sign Out" in Zimbra 8. This is available only in the dropdown menu and is no longer visible from the home screen.



## Preferences

The auto-reply feature is now available by clicking "Out of Office" on the left hand side of the Preferences pane.

