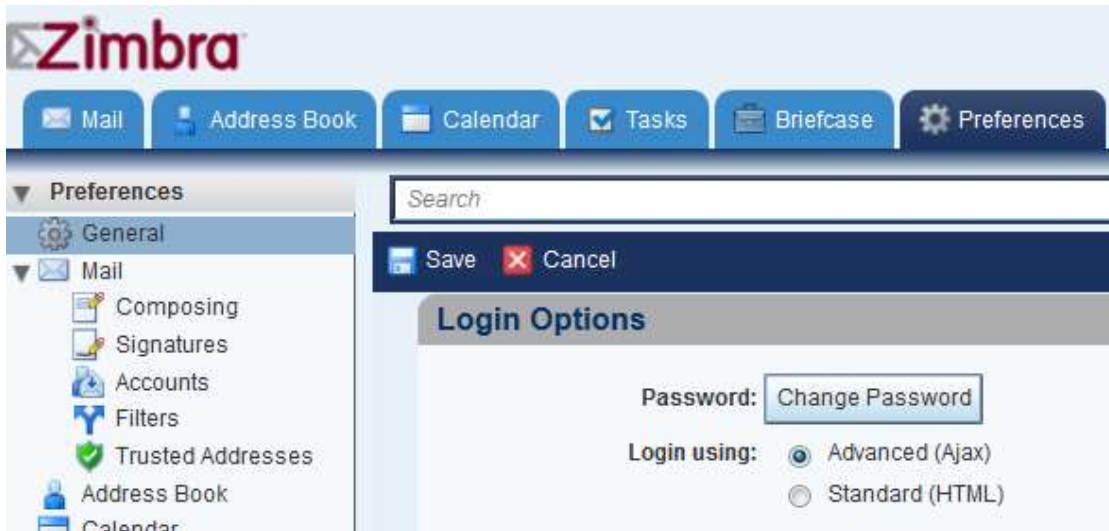


Changing Password

- To change a password, go to **Preferences > General > Login Options > Change Password**



- Type in the old password, new password and confirm, then click **Change Password**.
- Password should be difficult to compromise. 6-8 characters, a mix of numbers, capital, and lower case letters is highly recommended.

A screenshot of the Zimbra password change form. The form is titled 'Zimbra' and features a VMware logo in the top left. A yellow information box contains the text: 'Please enter a new password and re-enter it in the confirmation field.' Below this, there are three input fields labeled 'Old Password', 'New password', and 'Confirm'. A 'Change password' button is located at the bottom of the form.