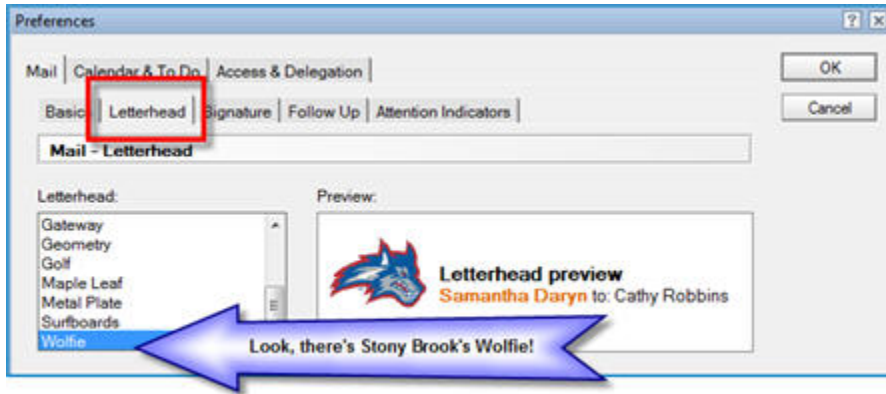


# Lotus Notes - Select Letterhead

Letterhead is the graphic which is located to the left of the address fields in the **New Message** form. Go to the Preferences dialog box to choose the letterhead that you like.

- Open your **Inbox**
- Click the **More** action and choose **Preferences**
- Click the **Letterhead** tab



- Select the letterhead to preview it
- Click **OK** to select it