Create a signature

1) Select the "Settings" icon and then "Mail"
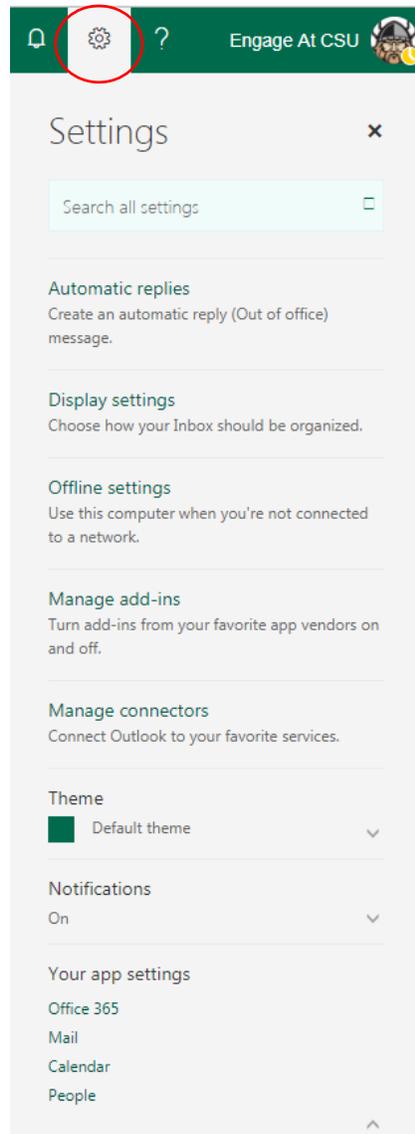
2) Select "Email signature" on the left and under the "Layout" heading. Enter the text of the signature as it should appear on the email and, if desired, select "Automatically include my signature on messages I send" to add this signature on all outgoing emails. Once completed select "Save"