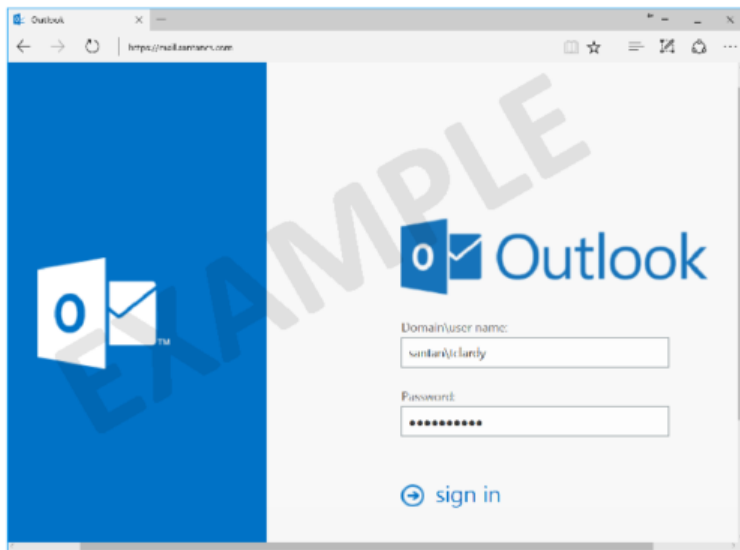# Accessing Your Email Account on Any Device

1. Open your preferred Internet Browser, such as Internet Explorer, Chrome, Firefox, or Safari.

2. In the address bar at the top of the page, type: https://mail.santancs.com

3. When the Outlook Web App opens as seen below, type **santan\username (see example below).**

4. Type in your provided password.

5. Select/deselect the options on the page as seen above and click **Sign in**.

6. Once you successfully sign in to your account, you will be able to send and receive email messages from your San Tan email account. If you access your email on a private computer, you can add https://mail.santancs.com to your favorites/bookmarks.

If you have any questions about this process, please contact ITsupport@santancs.com.