**MIDCOAST**
assist

# mcaZoomies How to shop online at Woolworths [by computer]

## What is this?

With online shopping these days, you can buy just about anything online, and get it delivered almost anywhere in the world from the safe comfort of your home. Major stores have made online shopping easy, fun and safe. Online shopping has many advantages, time and convenience, better pricing and comparisons, variety and choice, and no parking or delivery issues. And, in these difficult pandemic times, online shopping is especially convenient.

## Prerequisites

These instructions are for using your computer and internet browser. To use the Woolworths mobile app, download our other checklist. To complete the steps in this workshop you need:

- A recent desktop or notebook computer with the latest updates installed
- A working email address that you know how to use
- And, you'll be using a web browser (E.g. Google Chrome, Microsoft Edge, Safari)
- A notebook to record your new account details and password.

## What's covered here?

This checklist covers the following tasks:

1. How to create an account for Woolworths online
2. How to shop online at Woolworths
3. View Your Account

# How to create an account for Woolworths online

## Your online shopping accounts

When we shop online, vendors need to know who we are, how we'll pay, where to send invoices, and where to deliver our goods. This information is saved in our online shopping account with each vendor. These steps in this section help you create a new Woolworths online account with your computer.

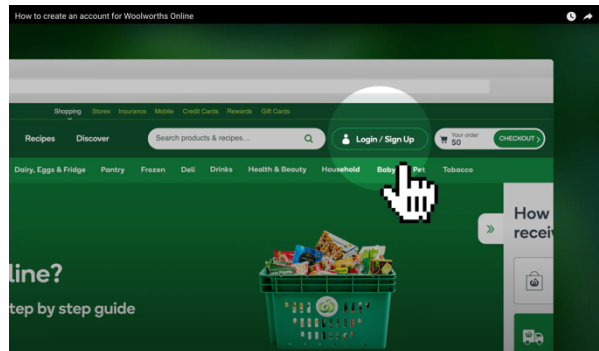You will begin by opening your internet browser—Google Chrome or Microsoft Edge, etc.

Here's how to open an account to shop online with Woolworths.

To get started, search, 'Woolworths online' in your internet browser, or type, 'woolworths.com.au' in your browser address bar.
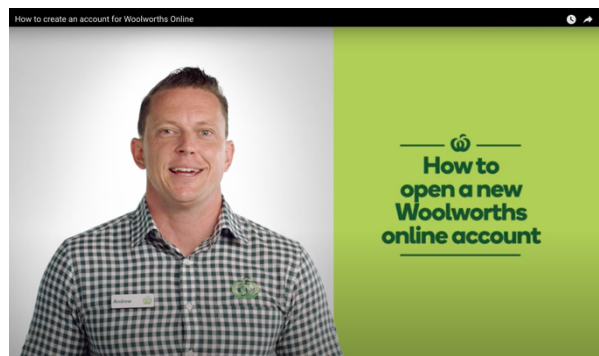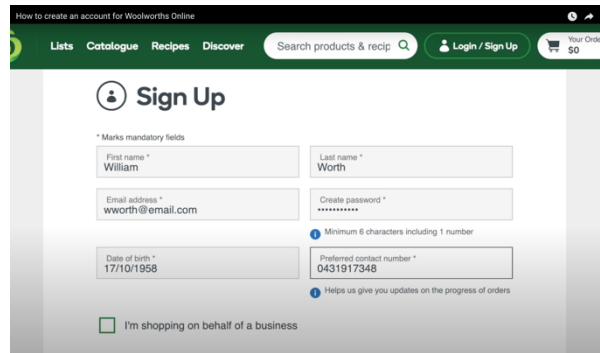


Click on the Login / Sign Up button



On the new Login page, click the 'Sign Up' link to create an account.
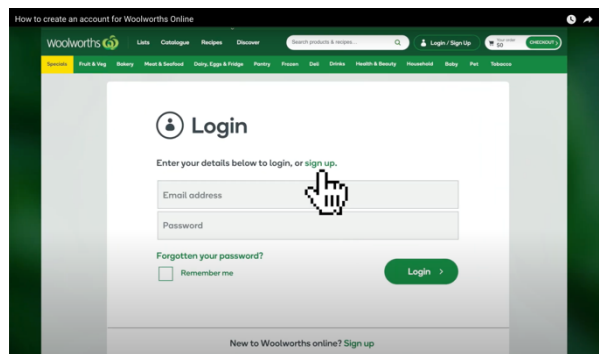
Now add your personal details and create a password.

Write down your new account details and password in a notebook.
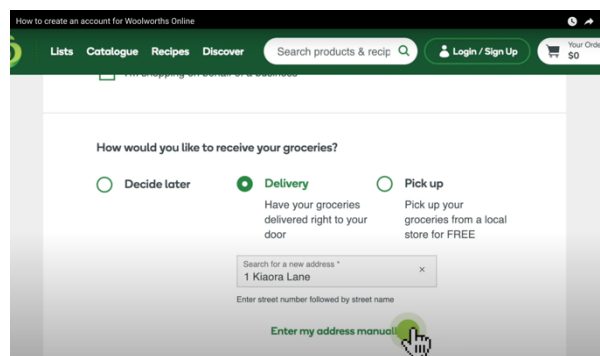
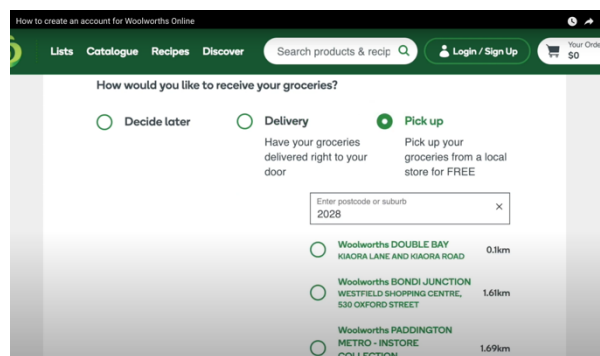Next, set up your delivery preferences.

Select how you your order is delivered. Click 'Delivery' to choose home delivery.

If unsure, click, 'Decide later'.

Enter your street address. If it doesn't appear in the dropdown list, enter your address manually.

Or, if you prefer to pick up your order in person, click 'Pick up' and type in your postcode or suburb. The dropdown menu shows a list of Woolworths stores near you. Click on the store that you'd like to pick up your order from.

After selecting your pick-up store, type in your 'Billing Address'.

As before, if you can't see your address in the dropdown list, enter your address manually.

When you shop online at Woolworths, these are your delivery preferences. You can always change these later.
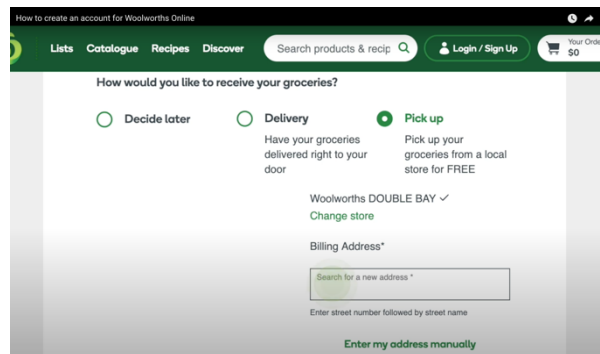
Scroll down to the next section and tick how you'd like to receive information from Woolworths, by SMS, email, or both. Leave unchecked for no contact.
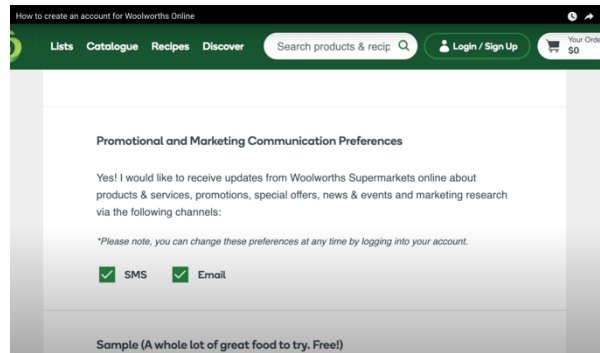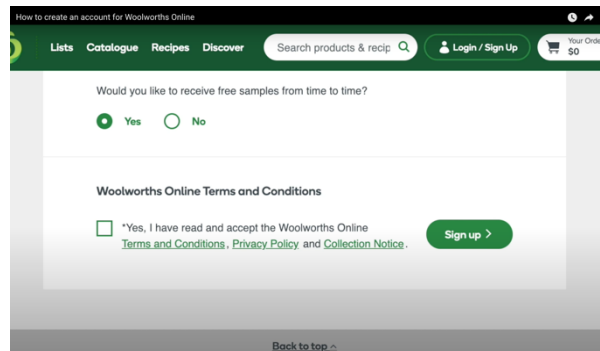
Scrolling further down, you can also let Woolworths know if you'd like to received free samples by clicking 'Yes' or 'No'.
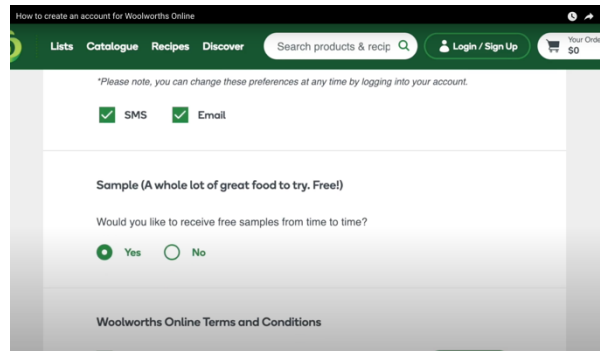
Finally, click the links at the end to read the Woolworths Terms and Conditions, Privacy Policy and Collection Notice, and check the box to acknowledge reading.

Now, click the 'Sign up' button to get signed into your new account.

*SUMMARY*

*You have completed opening your new online shopping account with Woolworths. Now, you're ready to begin shopping online. Read on for the step-by-step instructions.*

## How to shop online at Woolworths

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Shopping online at Woolworths using your computer

**The steps in this section are for shopping online at Woolworths using your computer and an internet browser, Google Chrome or Microsoft Edge, etc.**

**Now that you you've created your new online account, shopping online at Woolworths is easy.**
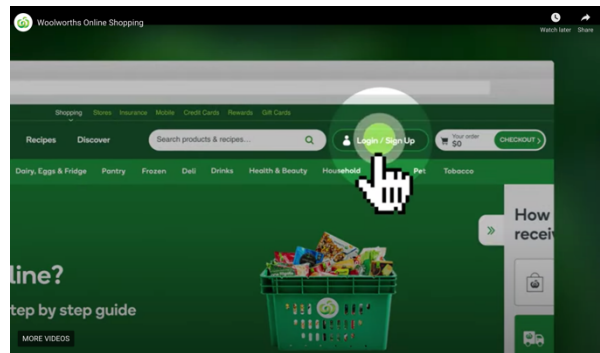
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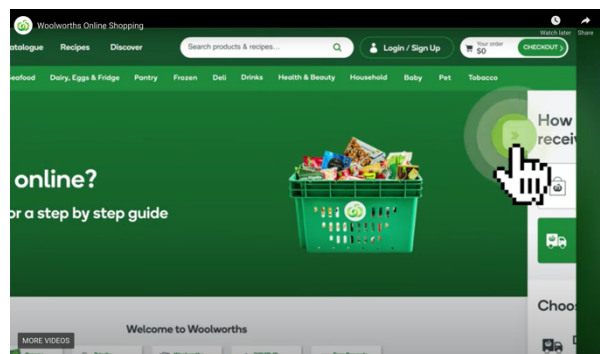Here's how to shop online with Woolworths in a few simple steps.

To get started, search 'Woolworths catalogue', or type 'woolworths.com.au' in your browser address bar.



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Using details from your new online account with Woolworths, tap 'Log in' and enter your name and password.
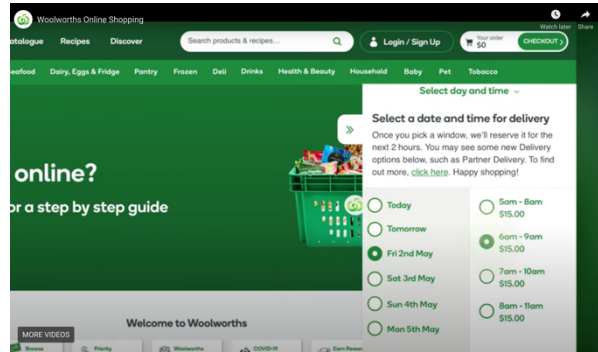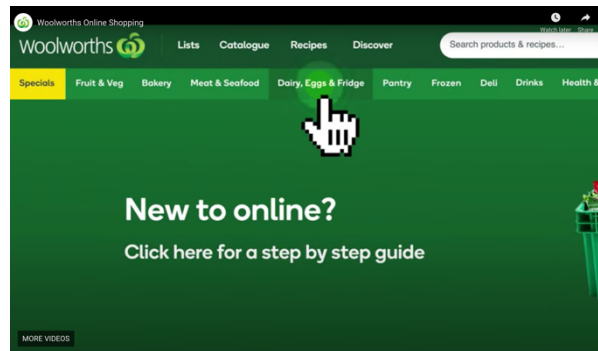


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Tap the side bar…



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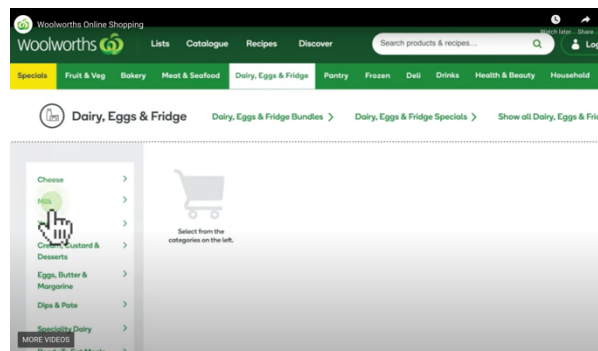And choose either a pick up or delivery location and time.
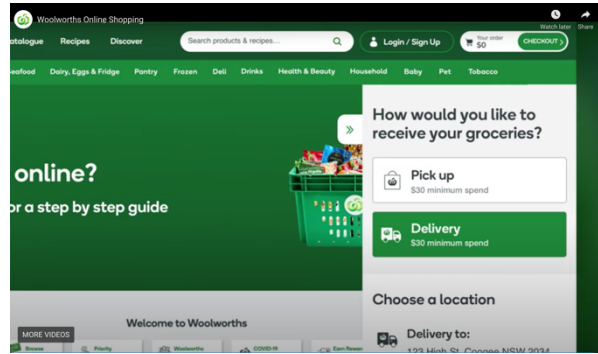


Woolworths will hold that time slot for two hours while you shop.
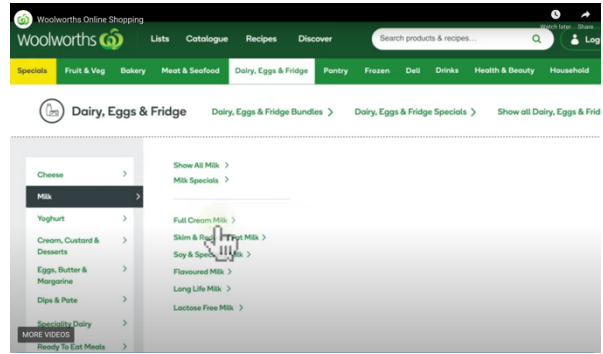


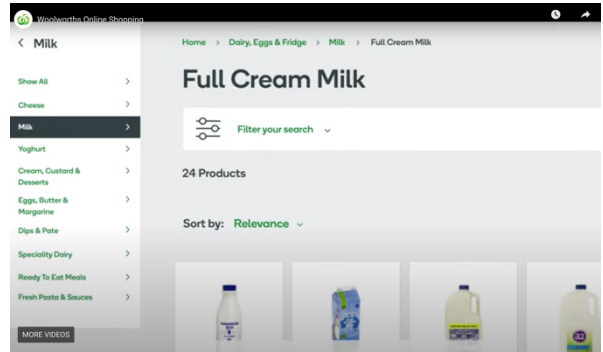To shop, use the navigation menu.



Select categories from the menu list along the left side.
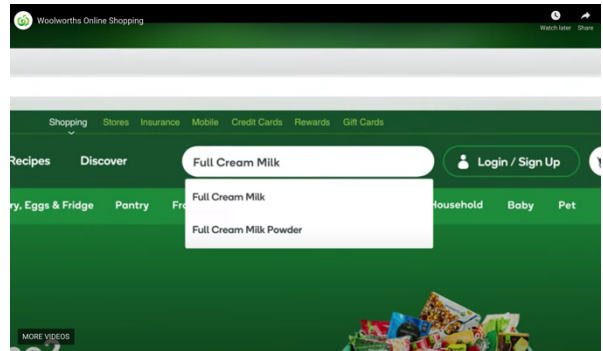
Then tap on the detailed product lists.



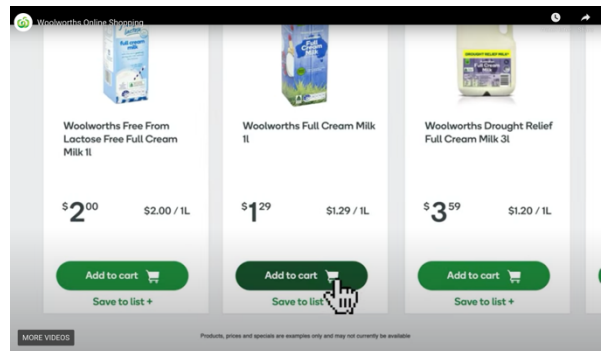Finally, tap and add products to your cart.



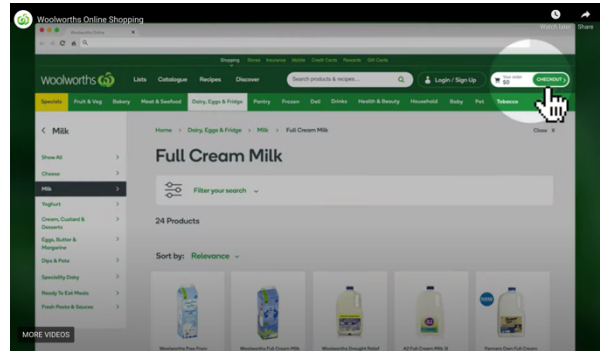You can also use the search bar at the top of the screen.



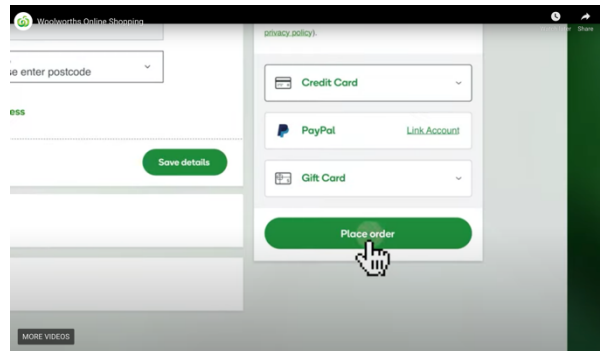Continue clicking on the items you want to add to your cart.

Don't worry if you make a mistake. You can remove or add items in your shopping cart before completing your order.
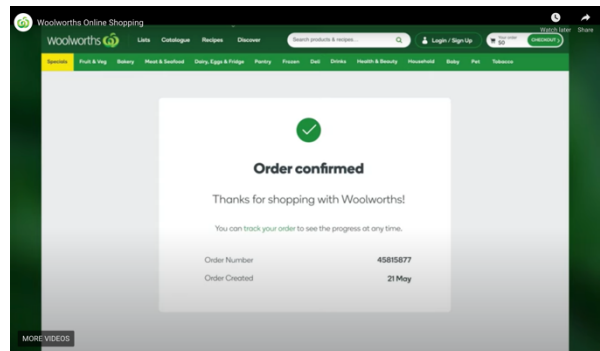
When you're done, click 'Checkout' in the top right corner.
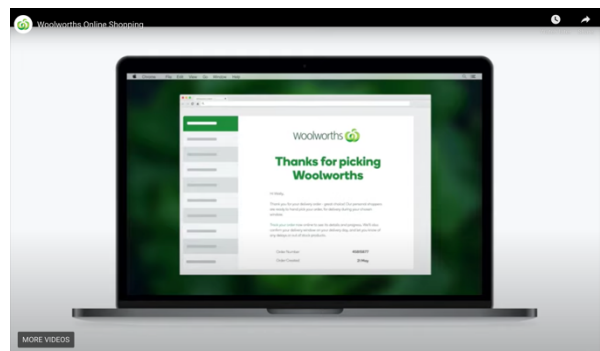


Add your payment details, and place your order.



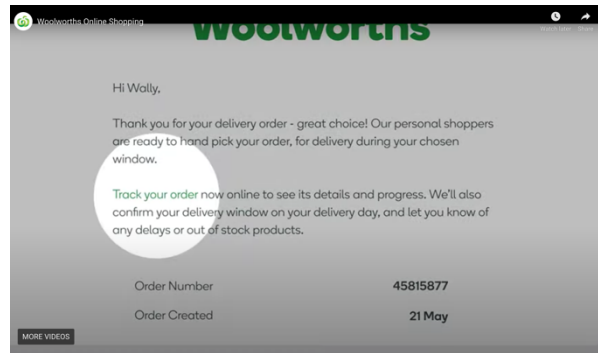Your order confirmation is displayed on screen.



You will also receive an order confirmation by email.

From this email, you can track your order using your order confirmation number shown in the email.
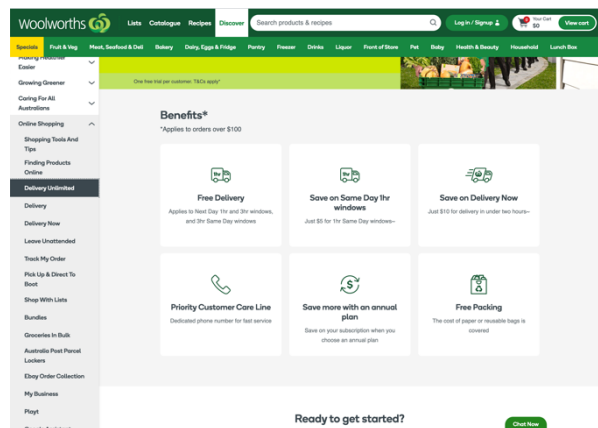
*SUMMARY*

*Don't worry if you make a mistake. You can remove or add items in your shopping cart before completing your order.*

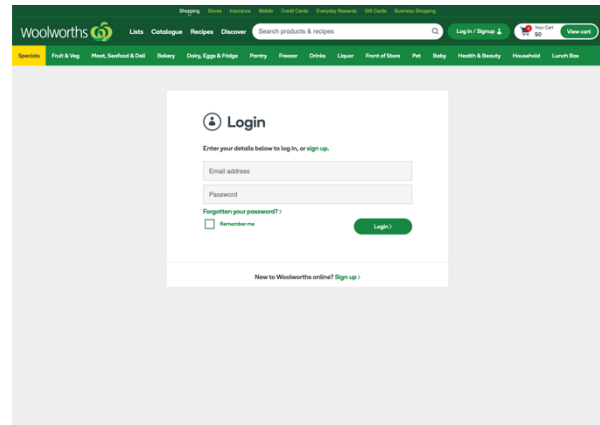## Woolworths online shopping tips & tricks



For more Woolworths Tips & Tricks, check out the other items on the left-hand menu shown under 'Online Shopping'.



To view or edit your account details, scroll to the bottom of the Woolworths.com.au page, and select, 'View My Account'.
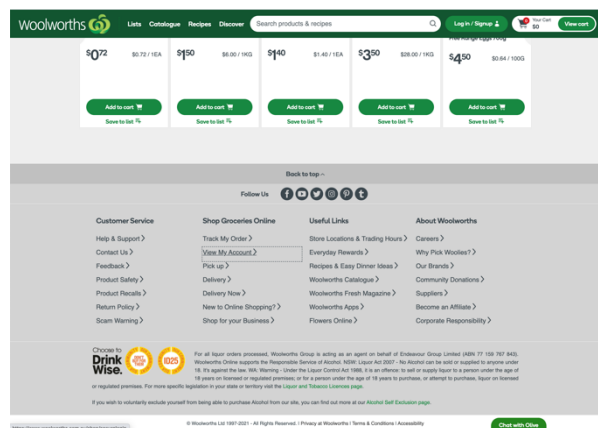
On the Login page, enter your Woolworths account details and tap the 'Login' button.

## Conclusion

If you plan to use the Woolworths mobile app on your smartphone or tablet, see the 'mcaZoomies How to shop with the Woolworths mobile app checklist' for step-by-step instructions.

This concludes our step-by-step 'mcaZoomies How to shop online at Woolworths [by computer] checklist'. We trust this has been useful in helping you and hope you will print out and keep as a handy reference while learning how to shop online.

We're constantly adding new Zoomies Events. Check out what's new and coming on our Zoomies Calendar. Or, if you need help, or want more information on how to use Zoom, download our printable step by step instruction sheet, 'mcaZoomies How to use Zoom checklist' at, www.mcaconnect.com.au/Zoomies.

If you've found this checklist useful, or have other feedback and comments, we'd love to hear from you at, www.mcaconnect.com.au/Feedback.

If you need further assistance, please contact MidCoast Assist Technical Support by email techsupport@mcaconnect.com.au, or telephone on 02 7955 7068.

*These instructions prepared with reference to, Woolworths Online Shopping, www.woolworths.com.au/shop/discover/shopping-online.*