

# How to Online Shop

## A Guide for Beginners

### What is Online Shopping?

Online shopping is browsing items on the Internet and purchasing them. It can be done on any electronic device with an Internet connection.

### What you will need

- ✓  **Internet connection** (WiFi or Mobile data)
- ✓  **Computer / Laptop / Tablet / Mobile**

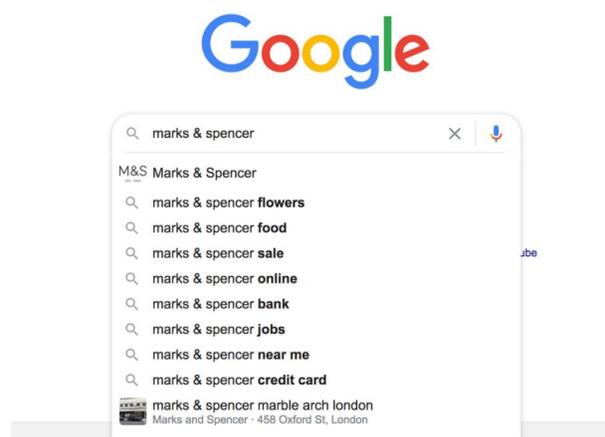
### How to online shop

1. Open up your device
2. Click on a web browser icon (Safari if you have an Apple product such as a MacBook, iPad or iPhone, or Google Chrome)  
3. Enter the following web address:  
[www.google.co.uk](http://www.google.co.uk)

Now you are ready to search!

### Example: Marks & Spencer

**STEP 1:** For high street stores, type in the name into the Google search engine.



**STEP 2:** Click on the official website.

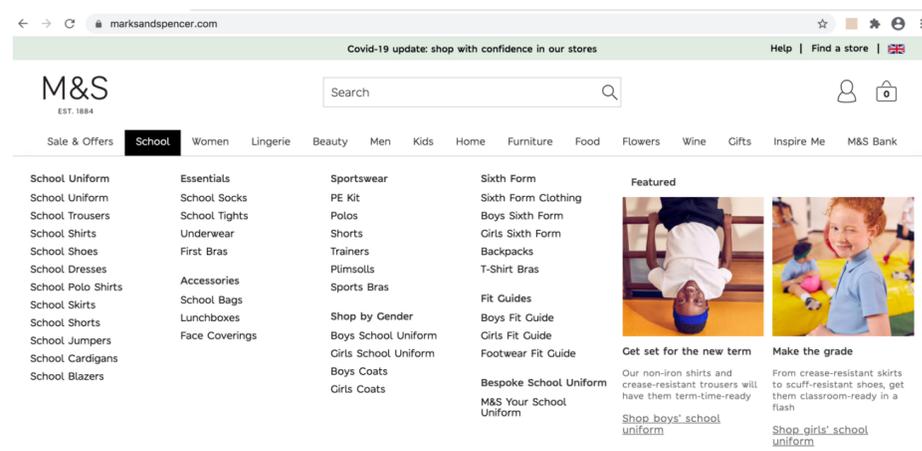
Welcome to Marks & Spencer

[www.marksandspencer.com](http://www.marksandspencer.com)

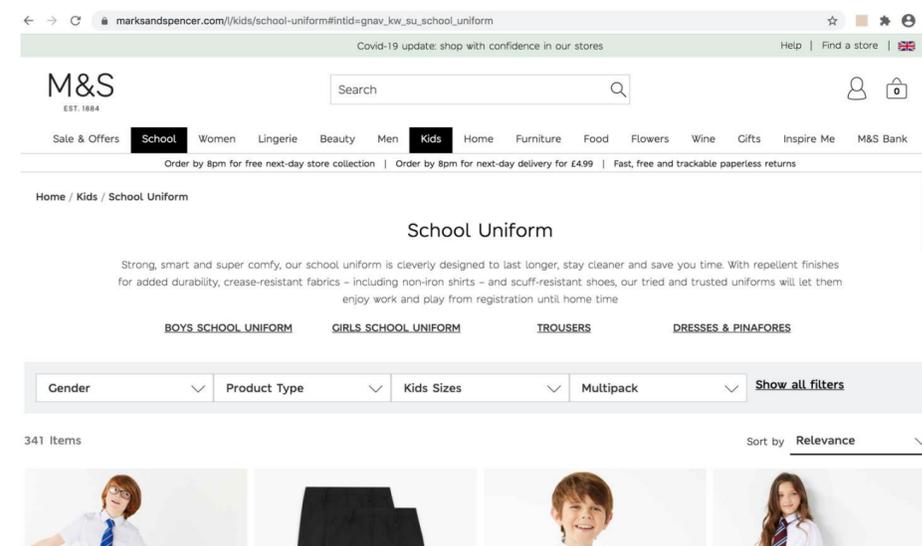
Welcome to the M&S website. Shop clothing, home, furniture, beauty, food, wine, flowers & gifts. Buy now for free delivery, store collections and returns.

Now you have entered the webpage of the store.

**STEP 3:** Move your mouse over the different sections, and different topics will pop up. For example, in the image below, my mouse is over 'School'. Different clothing items related to school have popped up.



**STEP 4:** If I am interested in school uniform, I will click that. Different items of school clothing will pop up.



Scroll down to see more items.

**STEP 5:** You can then click on an item, such as blouses.



3pk Girls' Easy Iron School Blouses

£10.00 - £19.00



4 colours available

★★★★★

There are different colours available. Click on the colour of the item you wish to purchase.

You can also choose the quantity of the item, by clicking on the down arrow.



# How to Online Shop

## A Guide for Beginners

### STEP 6: Choose the size.

SIZE

2-3 Y	3-4 Y	4-5 Y	5-6 Y	6-7 Y	7-8 Y
8-9 Y	9-10 Y	10-11 Y	11-12 Y	12-13 Y	13-14 Y
14-15 Y	15-16 Y	39 in	41 in		

### STEP 7: Click on 'Add to bag'.

Add to bag

### STEP 8: To proceed to check out, click 'Checkout'.

✔ Great choice! 1 successfully added to bag



3pk Girls' Slim Fit Easy Iron School Blouses  
£10.00 - 4-5 Y

Continue shopping

Checkout

### STEP 9: Click 'Checkout securely'.

Your secure bag		Qty	Subtotal
	3pk Girls' Slim Fit Easy Iron School Blouses White, Size 4-5 Years	1	£10.00
<a href="#">Save for later</a> <a href="#">Remove</a>			

Collection and delivery options	
	Click & Collect FREE
	Standard delivery (in 3-5 days) FREE over £50 (£100 for Wines) £3.50
	Next / Nominated day delivery £4.99

Summary	
Total (excluding delivery)	£10.00
<a href="#">Checkout securely</a>	
Add a promotion code	
<input type="text"/>	
<a href="#">Apply</a>	

### STEP 10: You will then be prompted to sign in if you already have an account with Marks & Spencer. If you do not have an account, click 'New to M&S'.

CHECKOUT

## Sign In

Email

Enter your email address

Password

[Show](#)

[Forgot Password?](#)

Sign In

New to M&S

# ICSM Volunteers

S. Basetti, S. Bukhari, K. Chhatwal, C. Cutinha,  
A. Dayanambay, S. Gupta, G. Iacona, A. Israni, C. Oldfield,  
M. Panthula, R. Kurian Thomas, X. Ye, N. Zaman