

# Buying on eBay Handout

## A. Searching

- a. Keyword
  - i. Quotations ie: "New York"
  - ii. Plus or Minus ie: **shirt blue -wool**
  - iii. Multiple + or -
    1. ie: **bowl -(black,green,purple) or bowl -black -green - purple**
  - iv. Parentheses ie: (purse,handbag)
  - v. Wildcard ie: book\* or 197\*
- b. Category
  - i. Select the Main category from eBay Home Page
  - ii. Click on any sub-categories as they appear on screen

## B. Watch List

- a. Open the Auction Page you want to watch
- b. Click on the link "Watch This Item" in the top right corner of the screen
- c. If you are not logged into your account you will need to do so.
- d. This auction is now being tracked in your "My eBay" under the "Watch List" section of your account.

## C. Monitoring a "Watch" Auction using My eBay

- a. To see any auctions you are watching
- b. Click on the "My eBay" across the top of the screen
- c. Log into your account
- d. Under the "All Buying" section down the left side of the screen click on the "Watching" link
- e. All items you are watching will appear with their current bids or their final bid price if the auction has ended.

## D. Bidding

- a. Auctions
  - i. Display the auction page for the item you want to bid on
  - ii. Click the "Place Bid" button
  - iii. Type in your Bid amount, or your Maximum Bid Amount

\* Maximum bid is the most you want to bid on an auction, but you will initially be entered into the auction at the next entry bid amount. Should you be out bided, another bid will automatically be placed for you until you reach your maximum bid amount.

- b. Buy it Now
  - i. Display the auction page for the item you want to bid on
  - ii. Click the "Buy It Now" button
  - iii. Confirm the purchase of this item by clicking on the "Commit to Buy" button, and you have now purchased this item.

#### E. Paying for Items

- a. On the Bid Confirmation page click on the "Pay Now" button. There will also be a "Pay Now" button in the "My eBay" section of your account under the "Won" link.
- b. Review your purchase and scroll down to the bottom of the screen
- c. Select your payment type, and click the "Continue" button
- d. If necessary, log into your PayPal account
- e. Click the "Pay Now" button and your transaction is completed

\* If paying with PayPal, PayPal will e-mail you a receipt.

#### F. My eBay

- a. Bid List
  - i. Displays all auctions you are currently bidding on
- b. Won List
  - i. Displays all auctions you have won
- c. Didn't Win List
  - i. Displays all auctions that you did not win

#### G. Feedback

- a. Go to you're my eBay Page
- b. Click on the "Won" link under the All Buying Section down the left side of the screen
- c. Click on the Star located to the right of the item you won
- d. The feedback window appears
- e. Type in your feedback comments and click the "Leave Feedback" button

#### H. Spoof e-mails

- a. [spoofof@ebay.com](mailto:spoofof@ebay.com)
- b. [spoofof@paypal.com](mailto:spoofof@paypal.com)

## I. Setting Up an eBay Account

- a. Starting on [www.ebay.com](http://www.ebay.com) click on the "Register" link at the top of the screen
- b. Fill in the first registration page and click the "Continue" button
- c. Register your e-mail address and click the "Continue" button
- d. eBay will then send you a confirmation e-mail with a link in it to activate your account. Click on that link and follow the on-screen instructions to complete the account setup.

## J. Setting Up a PayPal Account

- a. Starting on [www.paypal.com](http://www.paypal.com) click on the "sign-Up" link at the top of the screen
- b. Select the type of account, (personal is the most common account type) and click the "Continue" button
- c. Fill in the registration form and click the "Sign-Up" button
- d. Confirm your e-mail address by clicking the "Continue" button
- e. Click on the Activate Account link
- f. On the next screen fill in all your banking information, and click the "Add Bank Account" button
- g. You will then receive an e-mail from PayPal with a link for you to activate your account.