

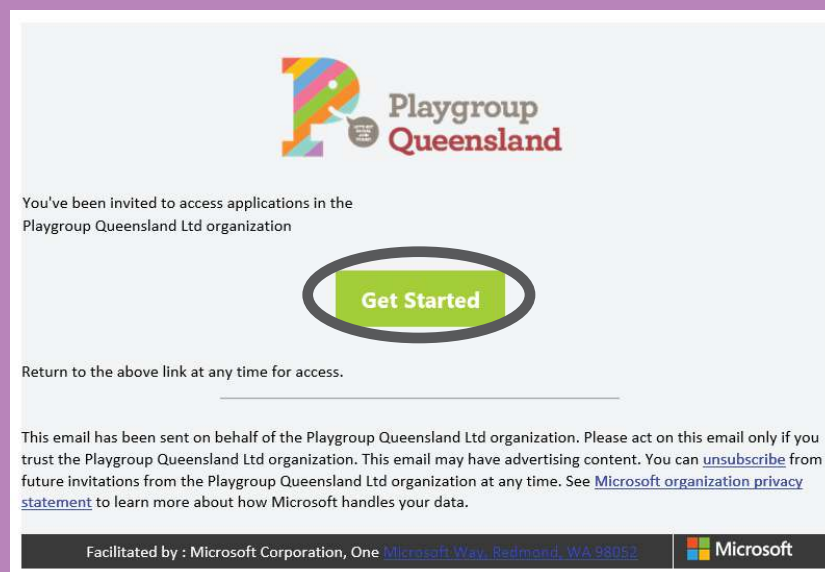
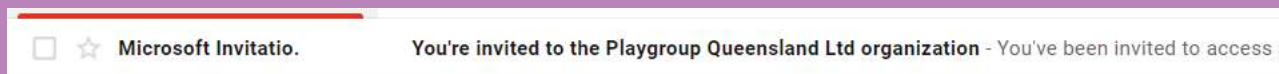


SETTING UP YOUR PLAYGROUP QUEENSLAND ACCOUNT

Members are required to set up a Playgroup Queensland account to access resources, information and the Playgroup Loyalty Program. To do this, we ask that you follow these easy steps outlined in this document. First, start by opening the email invitation from Microsoft to get started.



STEP 1: Open the below Microsoft email which you should have received and click 'Get Started'



Check Spam or Junk Mail if you can't find the email. It will have been sent by Microsoft.

STEP 2: You will be presented with one of the following screens based on the type of personal email account you have:

Pathway One:

If the below screen appears click Member Login:

Desktop



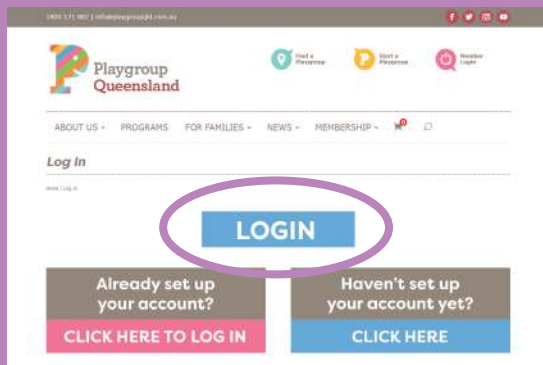
If using a mobile click:

Mobile

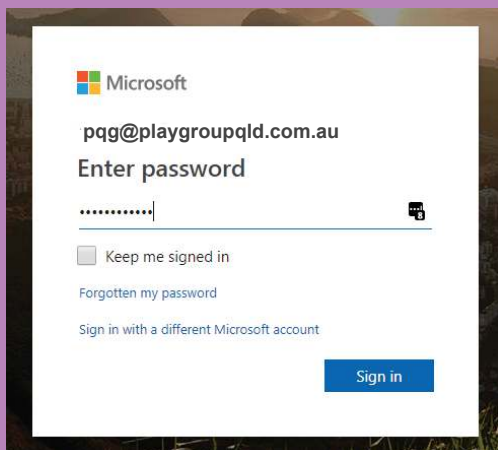


First Time Setup

Then click 'Login' or 'Account Setup'



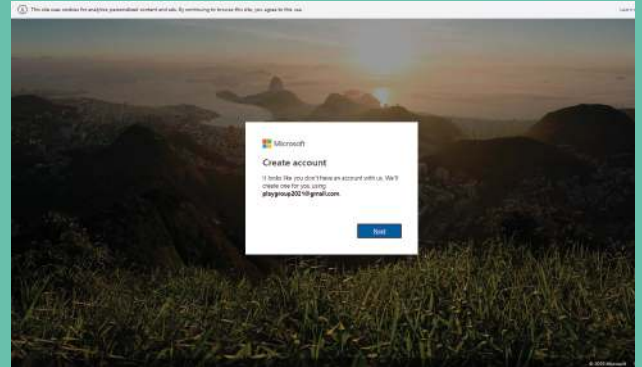
Enter your details and click 'Sign In'



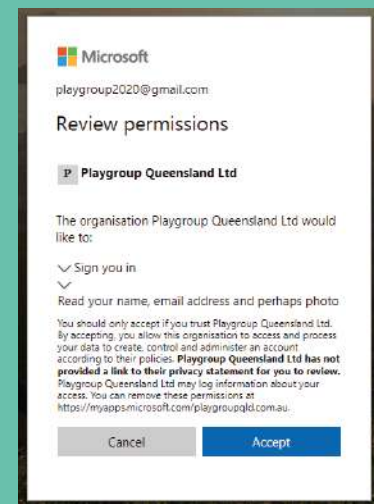
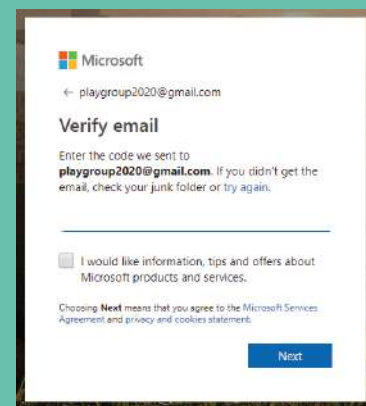
OR

Pathway Two:

If the below screen appears click 'Member Login'



Follow the steps to activate your account:



Pathway One Continued:

Once logged in you will be redirected to the homepage

Mobile



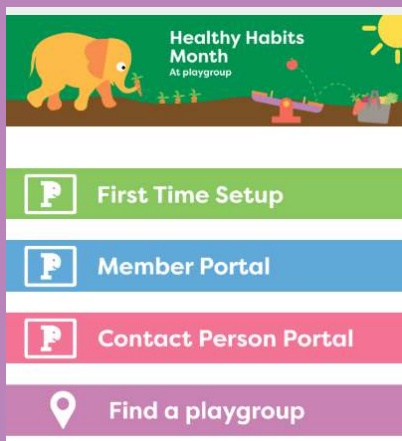
Desktop



Just click 'View Portal' to access



Or on mobile click 'Member Portal'



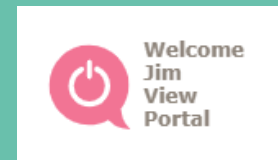
Pathway Two Continued:

Once activated you will be redirected to the homepage

Desktop



Just click 'View Portal' to access the Member Portal



Or on mobile click 'Member Portal'

