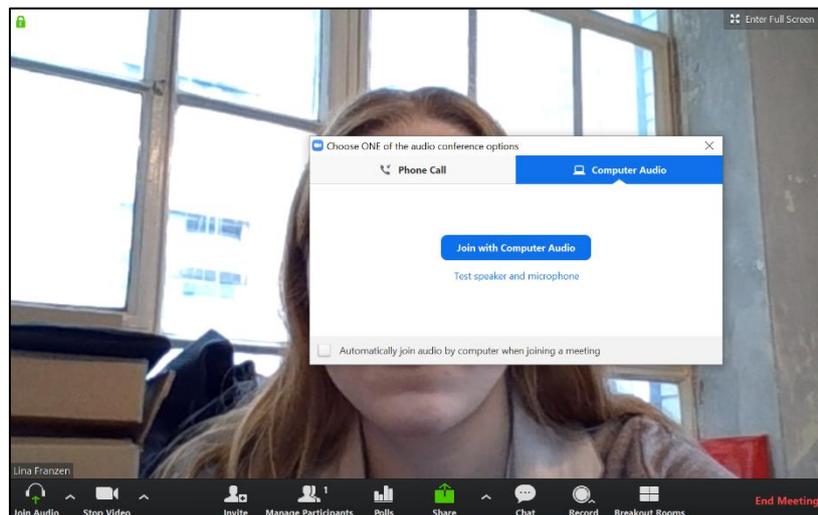


Online Peer Surgeries – Tech Top Tips

Before the surgery begins, find a **quiet space** at home or in your office where you can focus. To join our online peer surgeries, you will need a **computer** or **phone** with a camera and in-built microphone. Make sure you have **good internet connection** as the surgery will be held over the online platform, **Zoom**. **Get comfortable** – make a cup of tea and get settled. Our surgeries are around 1 hour long. Have a **pen and paper** so you're ready to make notes.

Joining the surgery

1. Once you have signed up for an online surgery you will be emailed a link to join the session.
2. If you have used Zoom before then you can click on the link when the surgery is due to start, and you will join the surgery.
3. If you have never used Zoom before then click on the link 5 minutes before the surgery is due to start. You will be prompted to download and run Zoom. You will then join the surgery.
4. Your screen should look like this.



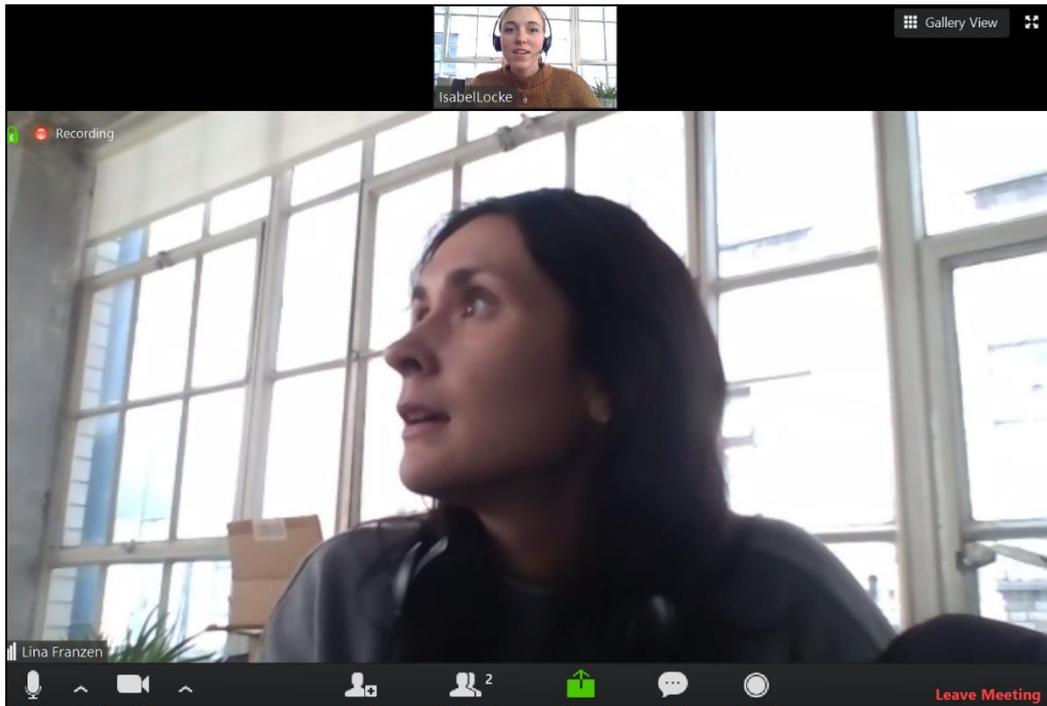
5. Select 'Join with Computer Audio' so that everyone else in the surgery will be able to hear you.
6. You may also need to check that your audio is not muted by clicking on the button that says 'Unmute' in your bottom menu bar. This button is shown circled below.



7. Your video should start automatically. However, if your video is not working, click on the button in your menu bar that says 'Start Video'. This button is shown circled below.



8. As more people join the call you will be able to see their faces and names at the top of the screen like in the image below.



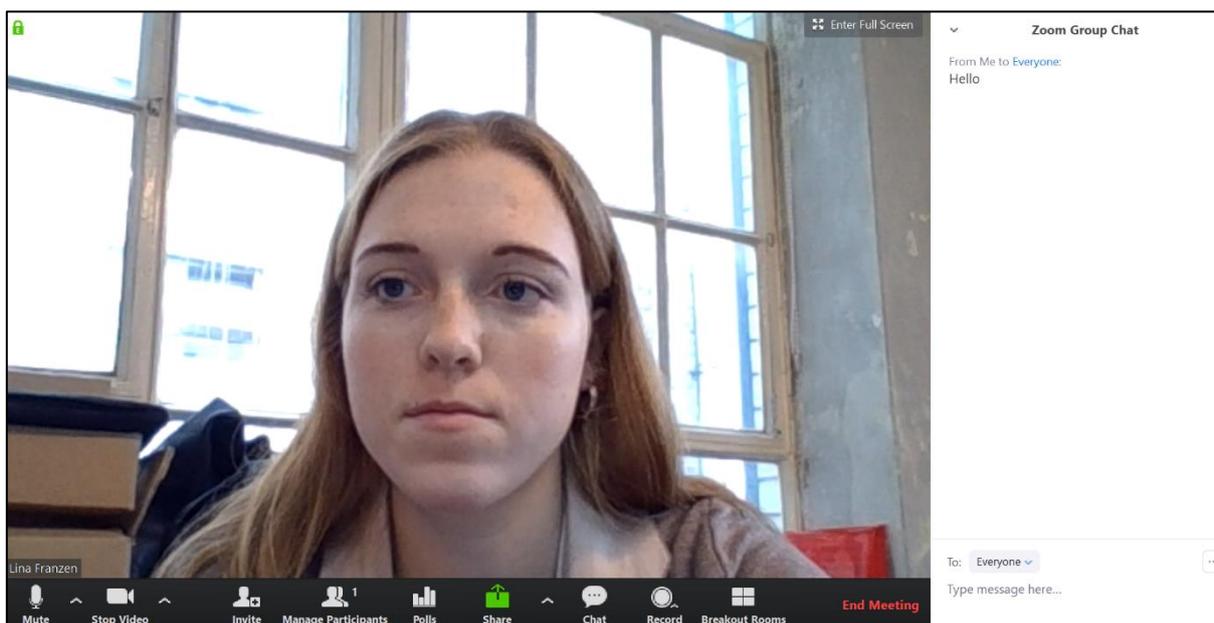
9. It is important that everyone shares their video, so that everyone on the surgery can see and interact easily with one another.

During the surgery

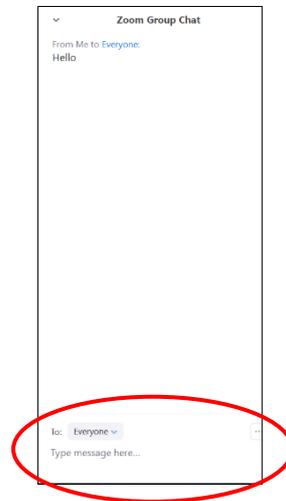
1. An AoC member of staff will also be on the surgery.
2. If you are struggling with your sound or video, you can use the chat function to ask for help.
3. To use the chat function, click on the 'Chat' button in your menu bar. This button is shown circled below.



4. A chat panel will come up at the side of your screen as shown below.



5. To send a message type something in the box circled below and press the 'Enter' key on your keyboard. Make sure that the drop-down list next to the word 'To:' is set to 'Everyone'.



Leaving the surgery

1. At the end of the surgery, click on the 'End Meeting' button in your menu bar. This button is shown circled below.



2. We hope you enjoyed the surgery!

After the surgery

1. After the surgery, we will send you a link to an evaluation form. These surgeries are new to us so it would be great to hear your thoughts.
2. We will also send round some relevant resources from our [Beacon Resource Bank](#).
3. Use the surgery and these resources as an opportunity to reflect on yourself as a Chair or Vice Chair. Look at your reflections later and try putting them into action.