

## QRS Peer Review Training programme

### Online training guide

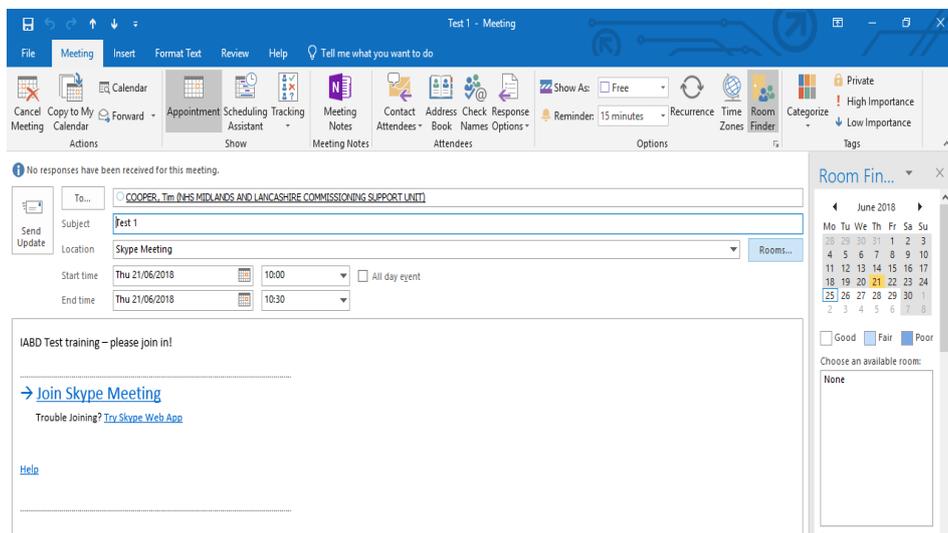
The following short guide provides help with logging into the online training for the QRS peer review programme.

#### PLEASE NOTE

**For those who are not regular Skype users, if you have accepted the calendar invite, you will get a reminder 15 minutes before the meeting is due to start – you are strongly advised to log on then, rather than wait until the scheduled start time as there may be some temporary files to be downloaded before Skype can run automatically**

**Please note: You are welcome to log on the day before the meeting to test this. The meeting invitation is valid from the moment you receive it.**

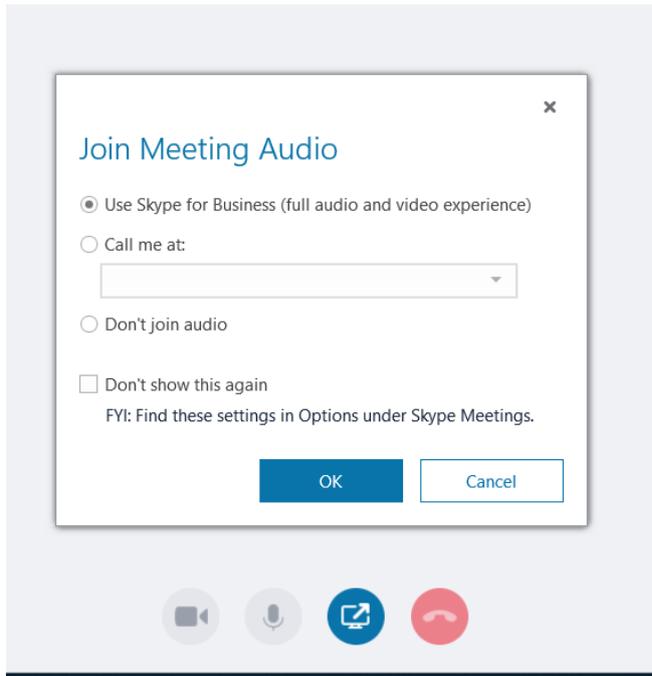
1. A week in advance of the training you will receive a calendar invite into your email account with a meeting invite. Please select 'ACCEPT' so that we know to expect you!
2. The calendar invite will contain the link for the meeting, as outlined below:



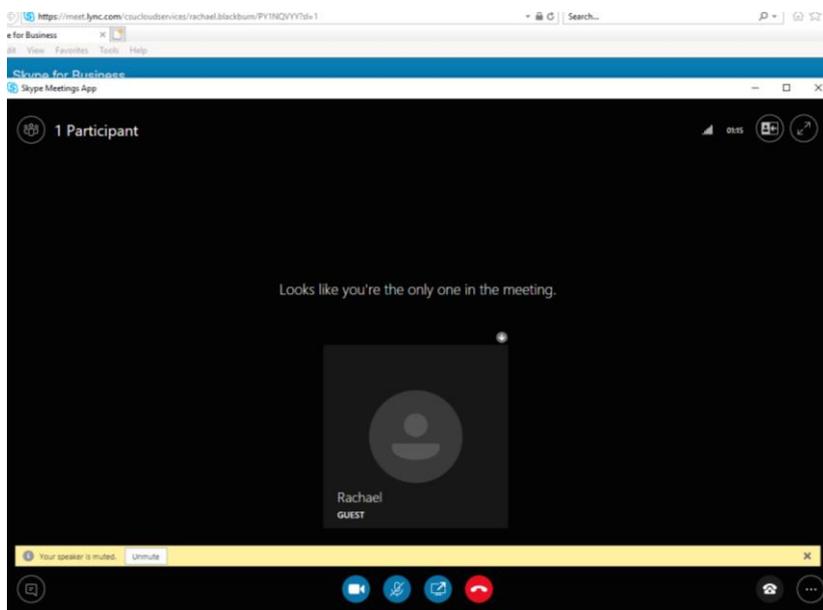
3. To join the meeting, simply open up the calendar invite and join by clicking the link 'Join Skype meeting' (see above)

If you are not automatically entered into the meeting, please select the option 'Try Skype Web app' which runs the meeting via your internet application.

4. Click OK for 'Use Skype for Business' – the default option.



5. Once in the meeting you will see the following screen, which provides the names of the other participants and the presentation for the training. You will not be able to see anyone just the presentation.



**PLEASE ENSURE THAT THE SPEAKERS ON YOUR COMPUTER ARE SWITCHED ON OR THAT HEADPHONES ARE IN PLACE.**

**You will get a better experience if you use headphones with a microphone (the ones that come with a new phone are usually OK)**

**Note that when you first join the meeting, your mic is automatically muted. You will need to unmute to talk to people on the call.**

**During your call when you are not talking, please mute your mic again as background noise often is amplified to others on the call and can be very distracting.**

At the end of the meeting please select the red telephone icon at the bottom of the screen – to hang up and leave the meeting

**Thank you for joining the call and for taking part in the QRS on line peer review training**