



## Using Zoom: For Mayfield Nurseries Attendees

Zoom is a popular video conferencing tool that can be used for:

- Mayfield Nurseries sessions and training
- Guest speaker presentations
- Online discussions and tutorials
- Peer support groups and more...

During this period Mayfield Nurseries is temporarily switching to an online method of providing support so we can continue to deliver our sessions and activities. Use this document to help you prepare for your Zoom-call.

### The Required Equipment

It is possible to join a Zoom meeting with nothing more than a landline phone. However, for the best possible experience, we do recommend using the following hardware...

**A web camera:** Many laptops, all-in-one PCs and mobile devices come with a built in camera. For desktop setups, you may need to purchase a webcam in order to fully participate in the online teaching experience. Without a webcam, you are not able to transmit video.

**A headset with a microphone:** this will allow you to hear and be heard more clearly. It will also help to block out some of the background noise.

### Recommended Software

You are strongly encouraged to download Zoom Desktop Client (which is free). Doing so will give you access to many more features. Zoom is simple to use, but if you do have any concerns please contact [enquiries@mayfieldnurseries.org.uk](mailto:enquiries@mayfieldnurseries.org.uk).

Zoom works on the following browsers:

- Windows: Firefox, Chrome, Safari5+
- Mac: Safari5+, Firefox, Chrome
- Linux: Firefox, Chrome

If you choose not to download the Zoom Desktop Client, you will still be able to access some (but not all) of Zoom's features using a Chrome browser.

# Accessing Mayfield Nurseries Online

You must provide Mayfield Nurseries with a valid and up-to-date email address as you will receive an email invitation to join the online class.

Click on the link provided in the email and follow the onscreen instructions. Classes will start on time. If you can login at least 5 minutes before class is due to start. An online waiting area has been set up.

You can join a Zoom meeting using a smartphone or landline device.

- Using the Zoom app on a mobile device: Click the Join Zoom Meeting link to open the app, much the same way as joining from a computer.
- Using the dial-in option: Select One-tap mobile to call in using your smartphone phone. The meeting ID automatically enters.
- Dial by your location if using a landline phone. ***You will need to enter the Meeting ID and password, located in the meeting invite.***

## Joining a Mayfield Nurseries Zoom Session

**Before joining the zoom meeting:**

- It is strongly recommended to clear all browser history/cache and reboot your computer before joining any Zoom sessions.
- Make sure your computer is plugged in to a power source.
- If possible, connect to hard-wired internet (ethernet) for the best possible connection and meeting experience.
- Zoom will request access to your webcam and microphone. Click Allow to give the app or browser permission to use your computer's microphone and camera.
- Check that you are using the latest version of Zoom. Zoom will let you know if an update is required.

## After joining the zoom meeting:

- Check the audio and video settings to make sure your camera, microphone and speakers are working correctly and troubleshoot as needed.
- If you have it, wear a microphone + earbud/headphone headset as this produces better quality sound and reduces background noise.
- When you join the class, your Mayfield wellbeing lead may have all participants' microphones muted automatically.

## Best practices to follow during your session:

It is easy to get distracted online. Please:

- Close as many tabs and apps as possible on the device you are using.
- Do not take screenshots of the session or share any information from the session on social media.

- To feel more connected and engaged we recommend having your camera initially switched on, unless you are feeling too anxious or have any technical issues.
- Use the “hands up/thumbs up” feature if you wish to talk. This can be found in the Participant list.
- Set your computer or mobile device on a solid surface to avoid sharing a ‘bouncing’ screen.
- Use the ‘Chat’ function within Zoom to ask questions directly to the wellbeing lead.

\*These sessions are limited in spaces. If you are unable to attend please contact us to make us aware. If you have any questions or require some support in setting up Zoom please contact: [enquires@mayfieldnurseries.org.uk](mailto:enquires@mayfieldnurseries.org.uk) | 023 8044 7734