

# 01.Hypha Anchor Circle (HANC)

## FOR LAMPLIGHTERS

### TO MODIFY ZOOM CALLS & UPDATE THE (NEW) SHARED CALENDAR

#### Note:

- The only **google calendar** to be connected to is **calendar@hypha.earth**.
- No simultaneous or overlap of meetings allowed with same Zoom account.
- If using breakout rooms, ensure someone is signed in using Zoom circle account so that they can assign people to breakout rooms.
- Make sure to check your **locker.hypha.earth for your login/password/2FA**

#### “ Important

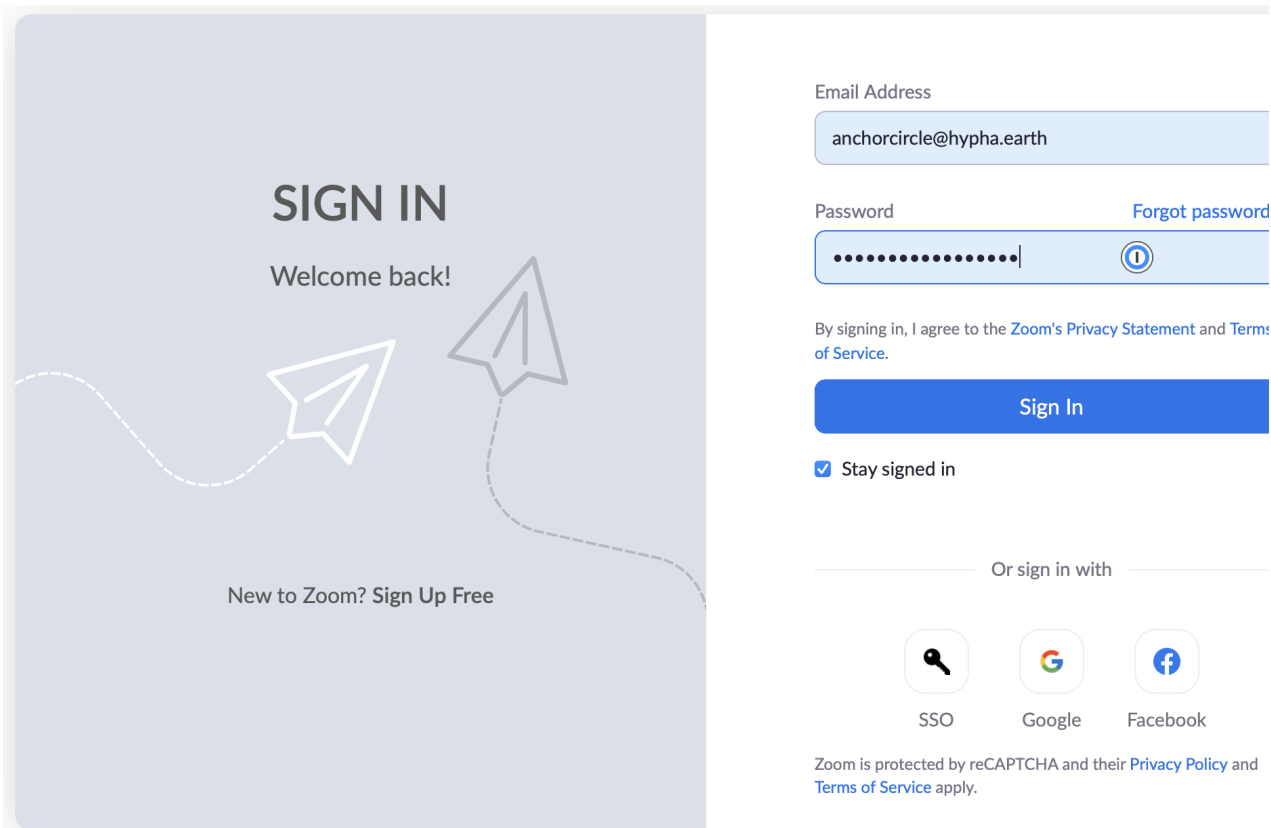
- Full Name: [anchorcircle@hypha.earth](mailto:anchorcircle@hypha.earth)
- username: **anchorcircle-hypha.earth**
- email: [anchorcircle@hypha.earth](mailto:anchorcircle@hypha.earth)
- email alias: [hanc@hypha.earth](mailto:hanc@hypha.earth)
- <https://zoom.us/my/hyphaanchorcircle> (HANC)

#### ZOOM

1. HANC - <https://zoom.us/my/hyphaanchorcircle>
2. HPLC - <https://zoom.us/my/hyphapeoplecircle>
3. HPTC - <https://zoom.us/my/hyphaproductscircle>
4. HMBC - <https://zoom.us/my/hyphamovementbuildingcircle>
5. HFFC - <https://zoom.us/my/hyphafinancialflowcircle>
6. HCDC - <https://zoom.us/my/hyphacommunicationdesigncircle>
7. SEEDS Samara DHO - <https://zoom.us/my/seedssamara>

#### STEP 1

1. Log into <https://zoom.us> using [anchorcircle@hypha.earth](mailto:anchorcircle@hypha.earth)
2. Both the **Password** and **2-Factor Auth** are found within <https://locker.hypha.earth>  
[ Contact: [webguru@hypha.earth](mailto:webguru@hypha.earth) if necessary for password and 2FA ]




## STEP 2

1. **Add/modify/delete** your Zoom meeting invite.
2. Ensure you have ongoing invite if it is regularly occurring.

3. Make sure you select the option for repeat.

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<b>Video</b>	Host	On
	Participant	On
<b>Audio</b>	Telephone and Computer Audio	
	Dial from United States	
<b>Meeting Options</b>	✓ Allow participants to join 5 minutes before start time	
	✓ Mute participants upon entry 	
	✓ Automatically record meeting in the cloud	
	× Approve or block entry for users from specific countries	




### **STEP 3**

1. Make sure you download and connect the zoom meeting to google calendar [calendar@hypha.earth](mailto:calendar@hypha.earth). Note: this calendar requires 2FA.
2. Make sure to check your [locker.hypha.earth](https://locker.hypha.earth) for your login/password/2FA

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May 25, 2021 00:00 Universal Time

Every 2 weeks on Tue, 17 occurrences

Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Ensure you can import the meeting invite into calendar using google account: [calendar@hypha.earth](mailto:calendar@hypha.earth)

### **STEP 4**

1. Make sure you are logged into [calendar@hypha.earth](mailto:calendar@hypha.earth) on your browser (locker.hypha.earth for login details)

2. Make sure you select the correct calendar for your circle
3. For this circle it is **HANC (Hypha Anchor Circle)**

× HANC: Hypha | Governance Circle Save More actions

May 25, 2021 1:00am to 2:00am May 25, 2021 (GMT+00:00) Coordinated Universal Time Time zone

All day Weekly on Tuesday, until Aug 3, 2021

[Event Details](#) [Find a Time](#)

[Add Google Meet video conferencing](#)

<https://zoom.us/j/92844360342?pwd=YThENjI3VzM2OWF1WktLZitWVzZQQT09>

<this is not to be used. pick right calendar>

- HANC (Hypha Anchor Circle)
- HCDC (Hypha Communication Design Circle)
- HFFC (Hypha Financial Flow Circle)
- HMBC (Hypha Movement Building Circle)
- HPLC (Hypha People Circle)
- HPTC (Hypha Products Circle)

Meeting ID: 928 4436 0342  
 Passcode: 369983  
 One tap mobile  
 +12532158782,,92844360342#,,,,\*369983# US (Tacoma)  
 +13462487799,,92844360342#,,,,\*369983# US (Houston)

Dial by your location  
 +1 253 215 8782 US (Tacoma)  
 +1 346 248 7799 US (Houston)  
 +1 669 900 6833 US (San Jose)  
 +1 301 715 8592 US (Washington DC)  
 +1 312 626 6799 US (Chicago)  
 +1 929 205 6099 US (New York)

Meeting ID: 928 4436 0342  
 Passcode: 369983  
 Find your local number: <https://zoom.us/j/92844360342?pwd=YThENjI3VzM2OWF1WktLZitWVzZQQT09>

**Guests**

Add guests

Guest permissions

- Modify event
- Invite others
- See guest list

4. Click on **Save**
5. The <https://ourcalendar.hypha.earth/hypha-anchor-circle-calendar/> will be updated with latest calendar information.
6. The Uber calendar <https://ourcalendar.hypha.earth> will also be updated with latest calendar information.

Revision #58

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