01.Hypha Anchor Circle (HANC)

FOR LAMPLIGHTERS

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

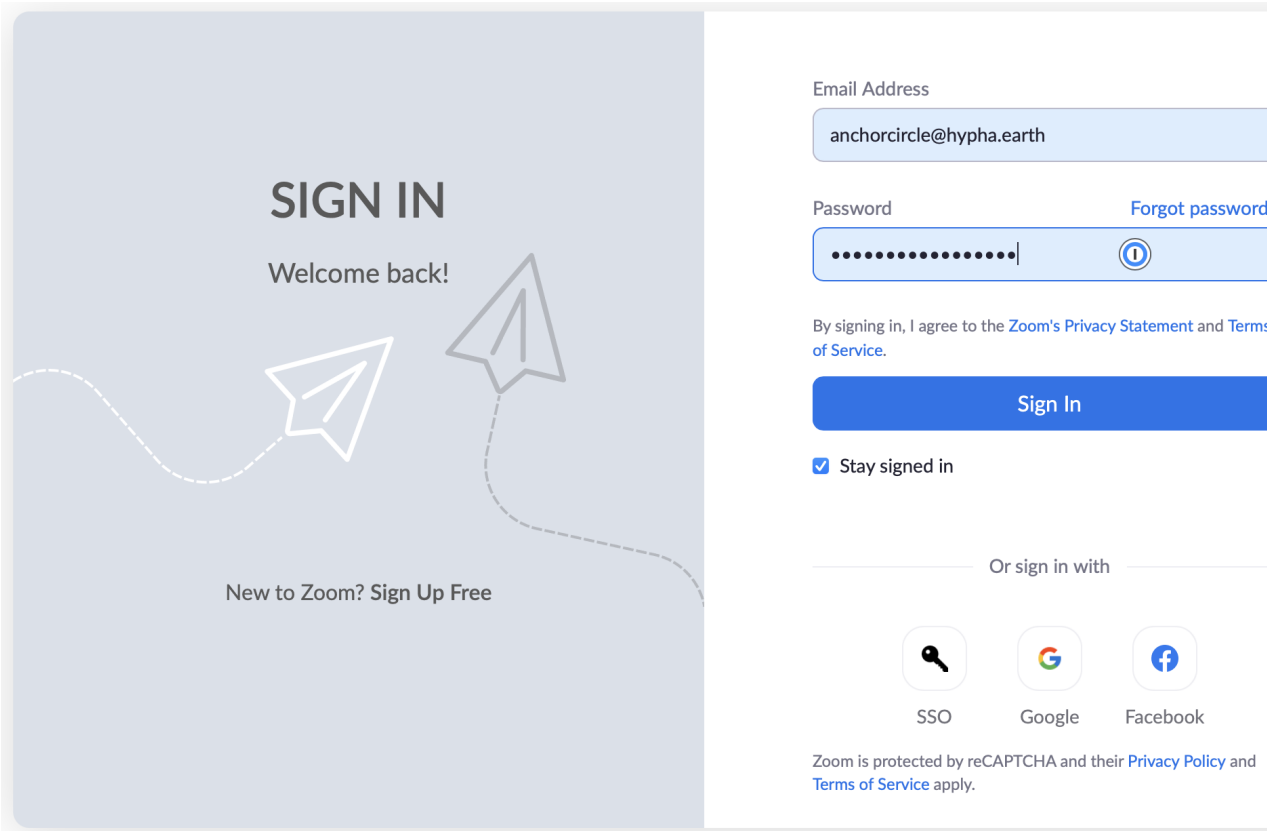
Note:

- 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**
> - username: **anchorcircle-hypha.earth**
> - email: **anchorcircle@hypha.earth**
> - email alias: **hanc@hypha.earth**
> - **https://zoom.us/my/hyphaanchorcircle (HANC)**
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> ---
>
> **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**
2. Both the **Password** and **2-Factor Auth** are found within **https://locker.hypha.earth**
   [Contact: 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.

Video	Host	On
	Participant	On
Audio	Telephone and Computer Audio	
	Dial from **United States**	
Meeting Options	✔ 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 countrie	

STEP 3

1. Make sure you download and connect the zoom meeting to google calendar calendar@hypha.earth. Note: this calendar requires 2FA.

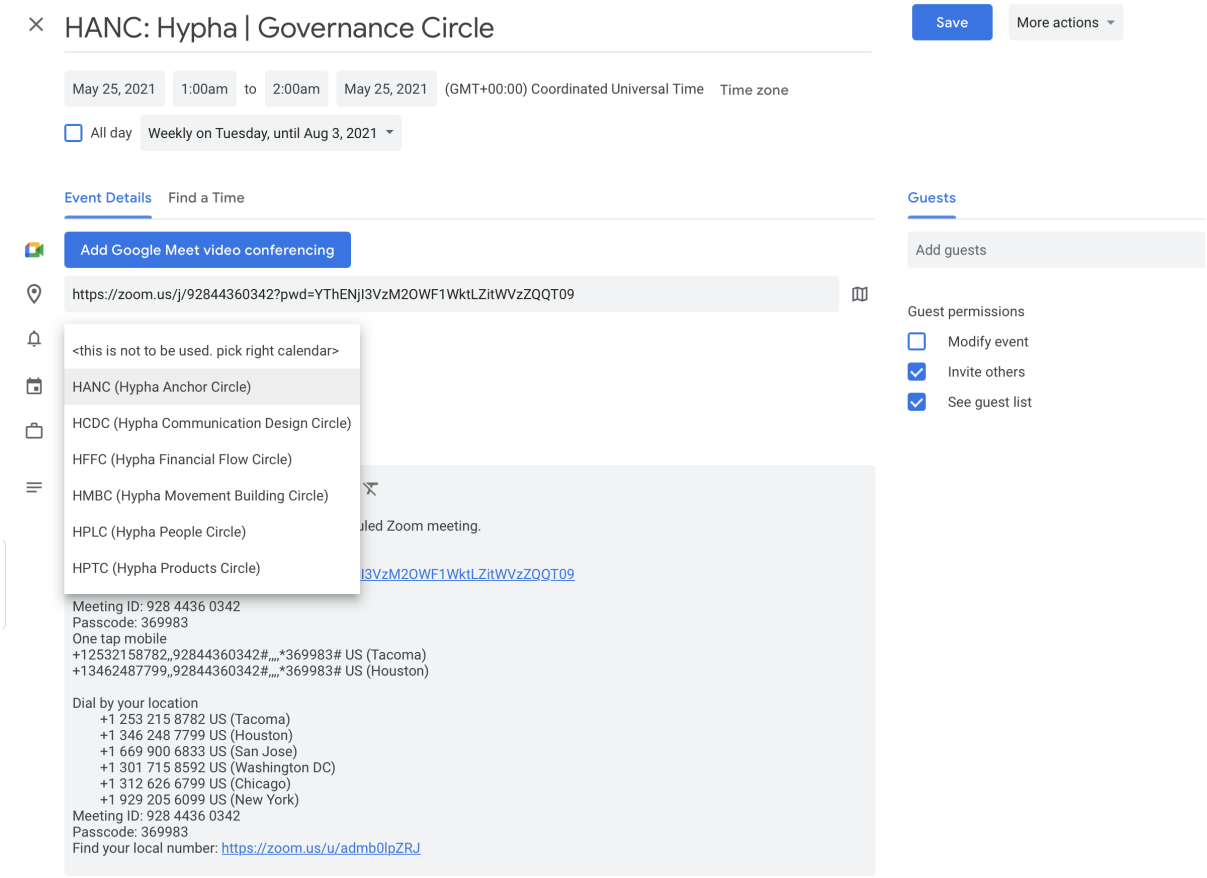
2. Make sure to check your **locker.hypha.earth for your login/password/2FA**



STEP 4

1. Make sure you are logged into 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)**



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.

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