

# 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)**

#### ZOOM

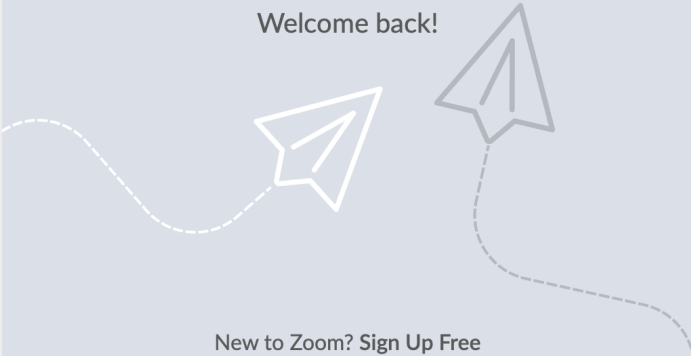
1. HANC - <https://zoom.us/my/hyphaanchorcircle>
2. HPLC - <https://zoom.us/my/hyphapeoplecircle>
3. HPTC - <https://zoom.us/my/hyphaproductscircle>
4. HMBC - <https://zoom.us/my/hyphamovementbuildingcircle>
5. HFFC - <https://zoom.us/my/hyphafinancialflowcircle>
6. HCDC - <https://zoom.us/my/hyphacommunicationdesigncircle>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

# SIGN IN

Welcome back!



New to Zoom? [Sign Up Free](#)

Email Address




anchorcircle@hypha.earth

Password [Forgot password](#)

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

☒ Stay signed in

Or sign in with


 SSO  Google  Facebook

Zoom is protected by reCAPTCHA and their [Privacy Policy](#) and [Terms of Service](#) apply.

## 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	<ul style="list-style-type: none"><li>✓ Allow participants to join 5 minutes before start time</li><li>✓ Mute participants upon entry </li><li>✓ Automatically record meeting in the cloud</li><li>✗ Approve or block entry for users from specific countries</li></ul>	


### 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


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>

cheduled Zoom meeting.

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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