

# 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

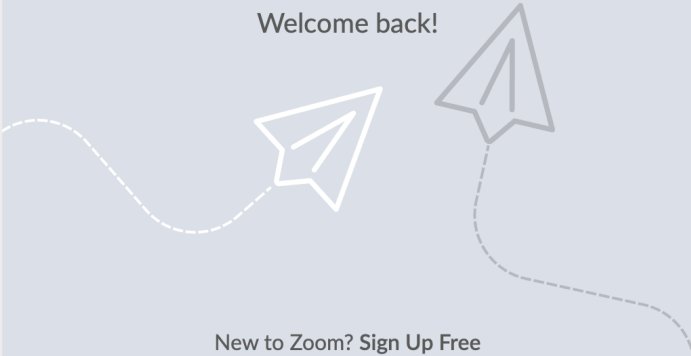
1. HANC - <https://zoom.us/my/hyphaanchorcircle>
2. HPLC - <https://zoom.us/my/hyphapeoplecircle>
3. HPTC - <https://zoom.us/my/hyphaproductscircle>
4. HMBC - <https://zoom.us/my/hyphamovementbuildingcircle>
5. HFFC - <https://zoom.us/my/hyphafinancialflowcircle>
6. HCDC - <https://zoom.us/my/hyphacommunicationdesigncircle>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


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.

<b>Video</b>	Host	On
	Participant	On
<b>Audio</b>	Telephone and Computer Audio	
	Dial from United States	
<b>Meeting Options</b>	<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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