

# 02.Hypha People Circle (HPLC)

## 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

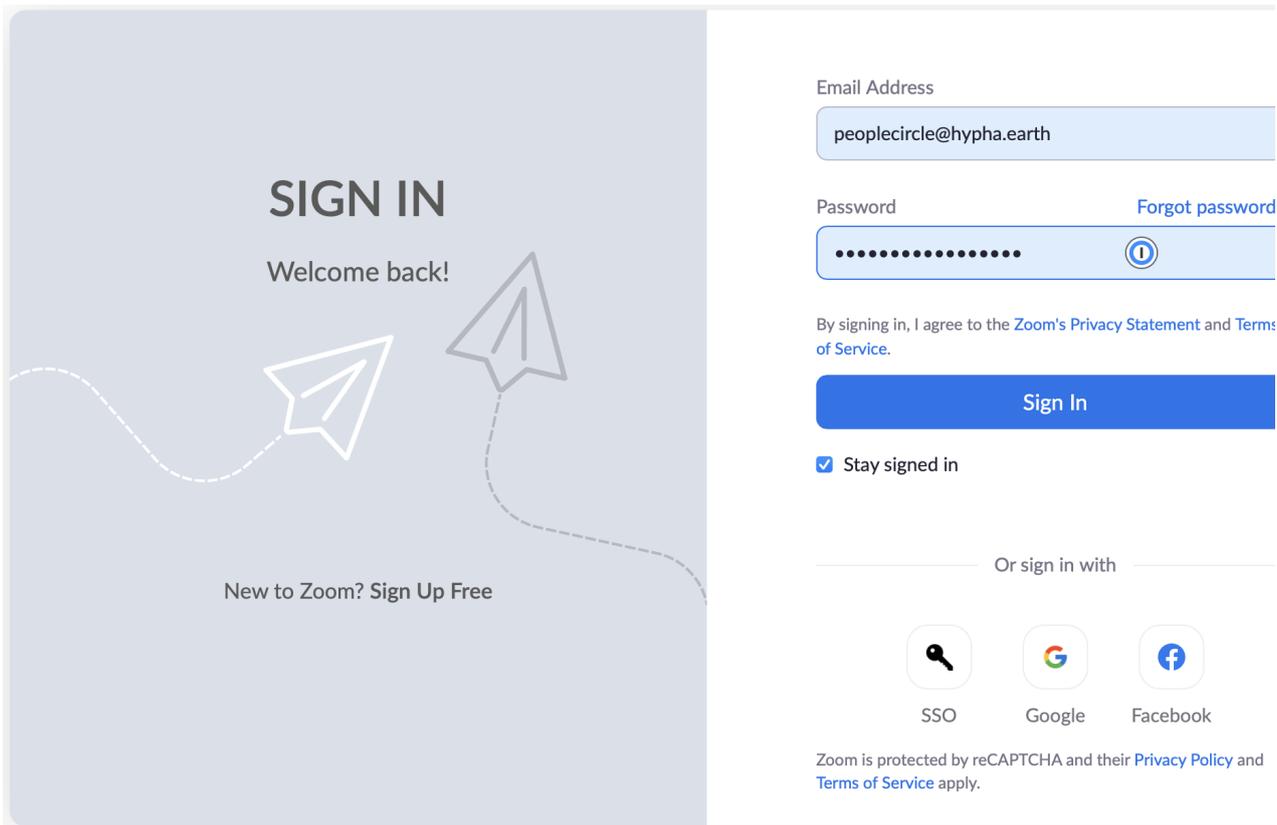
- Full Name: **peoplecircle@hypha.earth**
- username: **peoplecircle-hypha.earth**
- email: **peoplecircle@hypha.earth**
- email alias: **hplc@hypha.earth**
- HPLC - **<https://zoom.us/my/hyphapeoplecircle>**

#### 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 **peoplecircle@hypha.earth**
2. Password and 2FA are within your <https://Locker.hypha.earth>
3. Contact: **webguru@hypha.earth** if necessary for password and 2FA

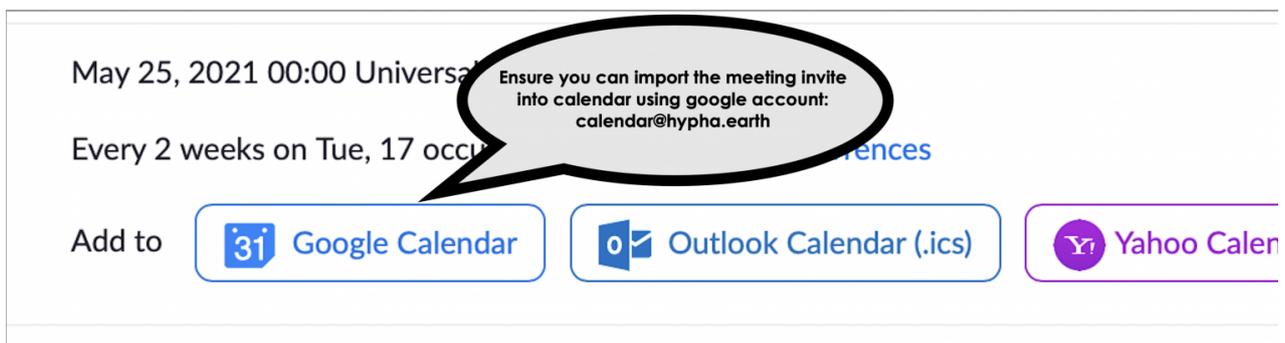


## STEP 2

1. Add/modify/delete your zoom invites.
2. Ensure you have ongoing invite if it is regularly occurring.
3. Make sure you select the option for repeat.

## 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



## 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 **HPLC (Hypha People Circle)**

The screenshot shows a calendar event creation page for 'HPLC: People Circle | Facilitator guild meetup'. The event is scheduled for May 24, 2021, from 6:00pm to 7:30pm. A dropdown menu is open, showing a list of calendars: HANC (Hypha Anchor Circle), HCDC (Hypha Communication Design Circle), HFFC (Hypha Financial Flow Circle), HMBC (Hypha Movement Building Circle), HPLC (Hypha People Circle) (which is highlighted), and HPTC (Hypha Products Circle). The event details include a Zoom meeting link, meeting ID (989 3671 8383), and passcode (980887). The interface also features a 'Save' button, a 'More action' button, and a 'Guests' section with options to 'Add guests' and 'Guest permissions' (Modify event, Invite others, See guest list).

4. Click on **Save**
5. The <https://ourcalendar.hypha.earth/hypha-people-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 #34

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