

# 03.Hypha Products Circle (HPTC)

## 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.

#### “ Important

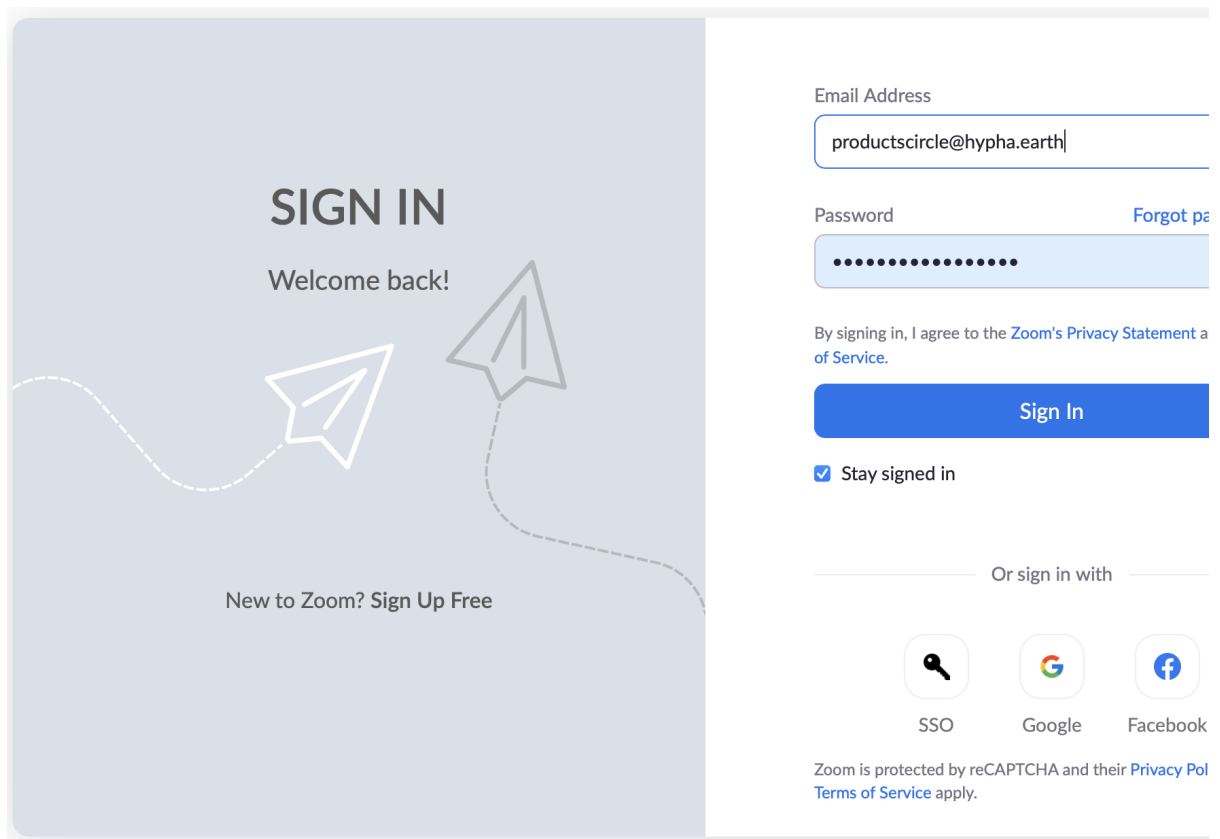
- Full Name: **productscircle@hypha.earth**
- username: **productscircle-hypha.earth**
- email: **productscircle@hypha.earth**
- email alias: **hptc@hypha.earth**
- HPTC - **<https://zoom.us/my/hyphaproductscircle>**

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



The image shows the Zoom Sign In page. On the left, a light blue box contains the text "SIGN IN" and "Welcome back!" with two paper airplane icons. Below this is a link "New to Zoom? Sign Up Free". On the right, there is a form with fields for "Email Address" (containing "productscircle@hypha.earth") and "Password" (masked with dots). A "Forgot password" link is next to the password field. Below the fields is a checkbox for "Stay signed in" and a blue "Sign In" button. At the bottom, there are links for "Or sign in with" using SSO, Google, or Facebook. A footer note states "Zoom is protected by reCAPTCHA and their Privacy Policy Terms of Service apply."

**SIGN IN**

Welcome back!

New to Zoom? Sign Up Free

Email Address  
productscircle@hypha.earth

Password  
.....

Forgot password

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

**Sign In**

☒ Stay signed in

Or sign in with

SSO Google Facebook

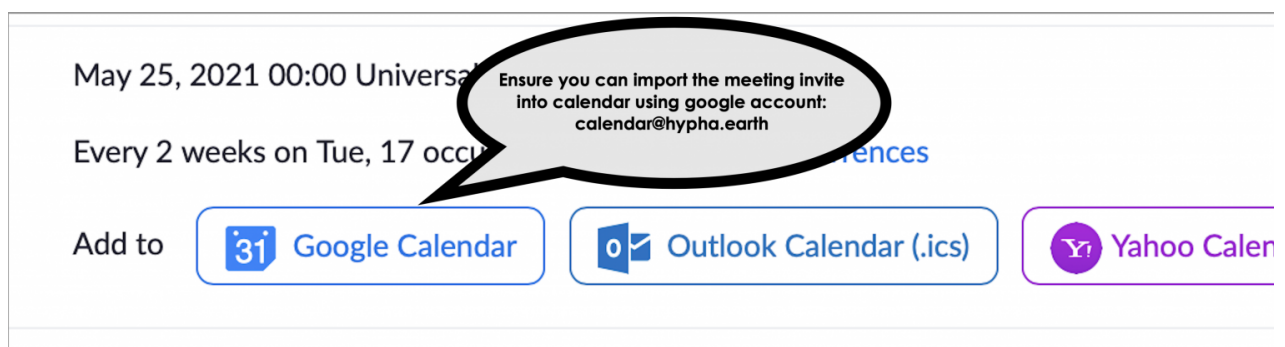
Zoom is protected by reCAPTCHA and their [Privacy Policy](#) [Terms of Service](#) apply.

## **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.





The image shows a Zoom meeting invite to calendar interface. It displays the meeting title "May 25, 2021 00:00 Universal" and the frequency "Every 2 weeks on Tue, 17 occurrences". Below this, there are three buttons to "Add to" a calendar: "Google Calendar", "Outlook Calendar (.ics)", and "Yahoo Calendar". A speech bubble points to the "Google Calendar" button with the text "Ensure you can import the meeting invite into calendar using google account: calendar@hypha.earth".


May 25, 2021 00:00 Universal

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 **HPTC (Hypha Products Circle)**

The screenshot shows a web interface for a calendar event. At the top, the title is "HPTC: Mautic-Passport Integration - API deliberation...". Below the title, there are date and time selectors: "May 25, 2021 9:00pm to 10:00pm (GMT+00:00) Coordinated Universal Time". A dropdown menu is open, showing a list of circles: HANC (Hypha Anchor Circle), HCDC (Hypha Communication Design Circle), HFFC (Hypha Financial Flow Circle), HMBC (Hypha Movement Building Circle), HPLC (Hypha People Circle), and HPTC (Hypha Products Circle). The HPTC option is selected. To the right of the calendar, there is a "Guests" section with a "Add guests" button and "Guest permissions" which include "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked). The main content area displays a Zoom meeting invitation from Hypha Products Circle, including the meeting ID (977 9708 4580), passcode (767545), and a list of phone numbers for dialing by location.

4. Click on **Save**
5. The <https://ourcalendar.hypha.earth/hypha-products-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 #42

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