

# 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

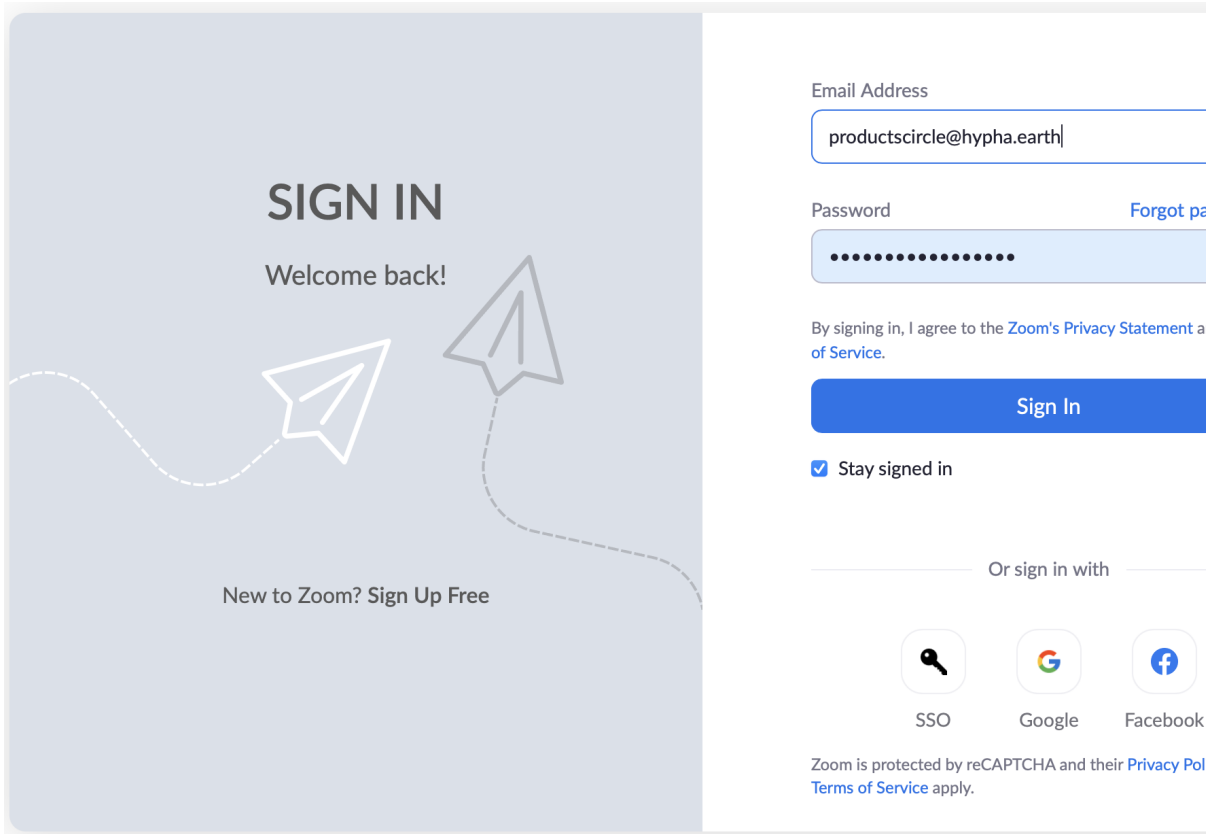
- Full Name: [productscircle@hypha.earth](mailto:productscircle@hypha.earth)
- username: **productscircle-hypha.earth**
- email: [productscircle@hypha.earth](mailto:productscircle@hypha.earth)
- email alias: [hptc@hypha.earth](mailto:hptc@hypha.earth)
- HPTC - <https://zoom.us/my/hyphaproductscircle>

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

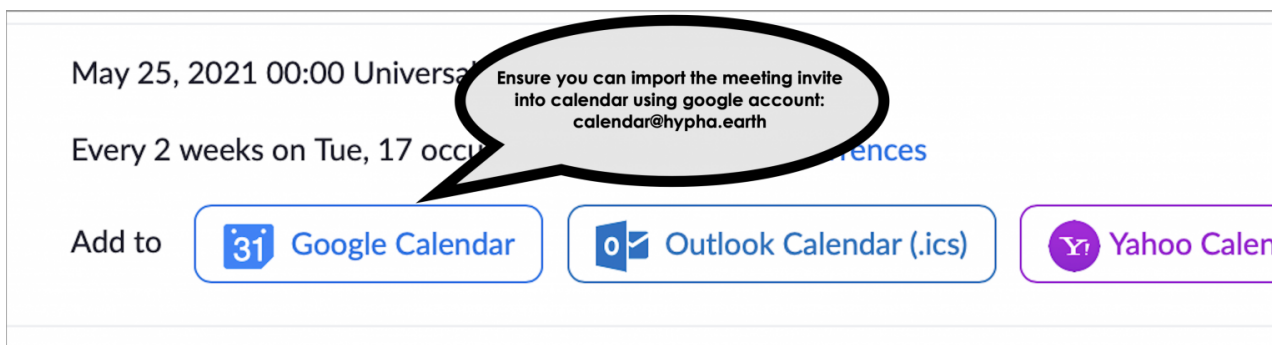


## STEP 2

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.



## 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)**

× HPTC: Mautic-Passport Integration - API deliberation... Save More actions

May 25, 2021 9:00pm to 10:00pm May 25, 2021 (GMT+00:00) Coordinated Universal Time Time zone

All day Weekly on Tuesday, until Sep 14, 2021

<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)**

Busy Default visibility

Hypha Products Circle is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://zoom.us/j/97797084580?pwd=TzdHU0NjajRlL2hmMW9QZjVJclVoUT09>

Meeting ID: 977 9708 4580  
 Passcode: 767545  
 One tap mobile  
 +16699006833,97797084580#,,,\*767545# US (San Jose)  
 +12532158782,97797084580#,,,\*767545# US (Tacoma)

Dial by your location  
 +1 669 900 6833 US (San Jose)  
 +1 253 215 8782 US (Tacoma)  
 +1 346 248 7799 US (Houston)  
 +1 929 205 6099 US (New York)  
 +1 301 715 8592 US (Washington DC)  
 +1 312 626 6799 US (Chicago)

Meeting ID: 977 9708 4580  
 Passcode: 767545  
 Find your local number: <https://zoom.us/u/axFEAZmrb>

Guests

Add guests

Guest permissions

- Modify event
- Invite others
- See guest list

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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