

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

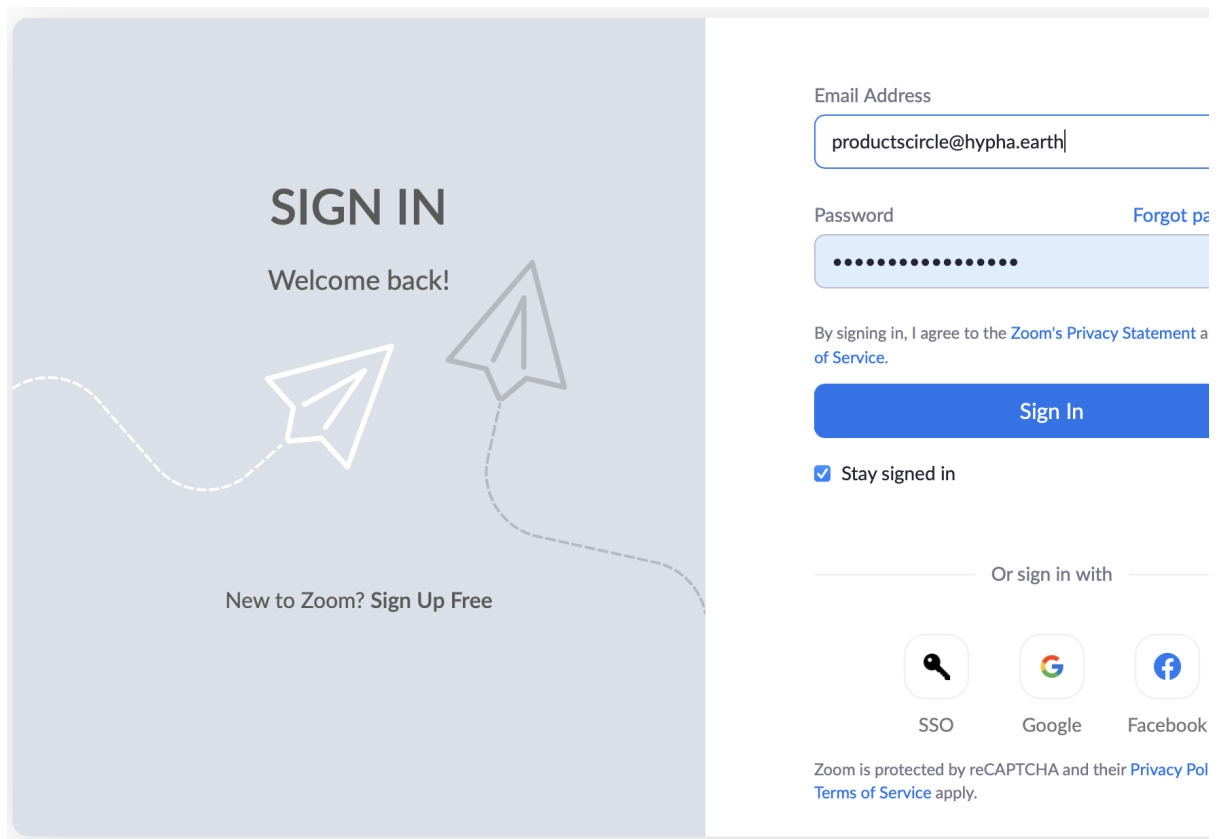
- Full Name: **productscircle@hypha.earth**
- username: **productscircle-hypha.earth**
- email: **productscircle@hypha.earth**
- email alias: **hptc@hypha.earth**
- HPTC - **<https://zoom.us/my/hyphaproductscircle>**

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" in large bold letters, "Welcome back!" below it, and "New to Zoom? Sign Up Free" at the bottom. There are two paper airplane icons with dashed lines trailing behind them. On the right, the sign-in form includes an "Email Address" field with "productscircle@hypha.earth" entered, a "Password" field with masked characters, and a "Forgot password" link. Below the password field is a checkbox for "Stay signed in" and a blue "Sign In" button. At the bottom right, there are links for "SSO", "Google", and "Facebook" under the heading "Or sign in with". 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
.....

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

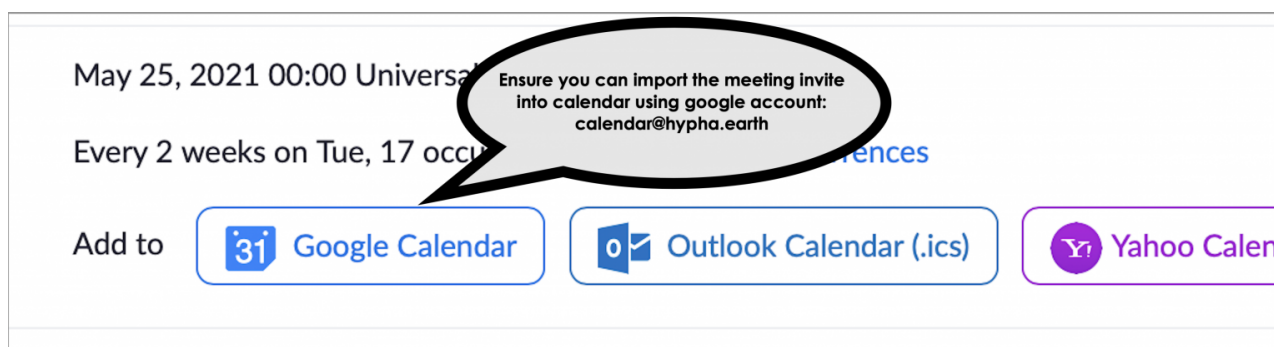
Zoom is protected by reCAPTCHA and their [Privacy Policy](#) [Terms of Service](#) apply.

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. 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 occu...". Below this, there are three buttons: "Add to", "Google Calendar", "Outlook Calendar (.ics)", and "Yahoo Calen". 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 occu... [References](#)

Add to

 **Google Calendar**

 **Outlook Calendar (.ics)**

 **Yahoo Calen**

Ensure you can import the meeting invite into calendar using google account: calendar@hypha.earth

STEP 4

1. Make sure you are logged into 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" and "(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", "Invite others", and "See guest list". At the bottom, there is a text area containing a Zoom meeting invitation. The invitation text is: "Hypha Products Circle is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://zoom.us/j/97797084580?pwd=TzdHU0NjajRIL2hmMW9QZjVJclVoUT09 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".

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.

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