03.Hypha Products Circle (HPTC)

FOR LAMPLIGHTERS

TO MODIFY ZOOM CALLS & UPDATE THE (NEW) SHARED CALENDAR

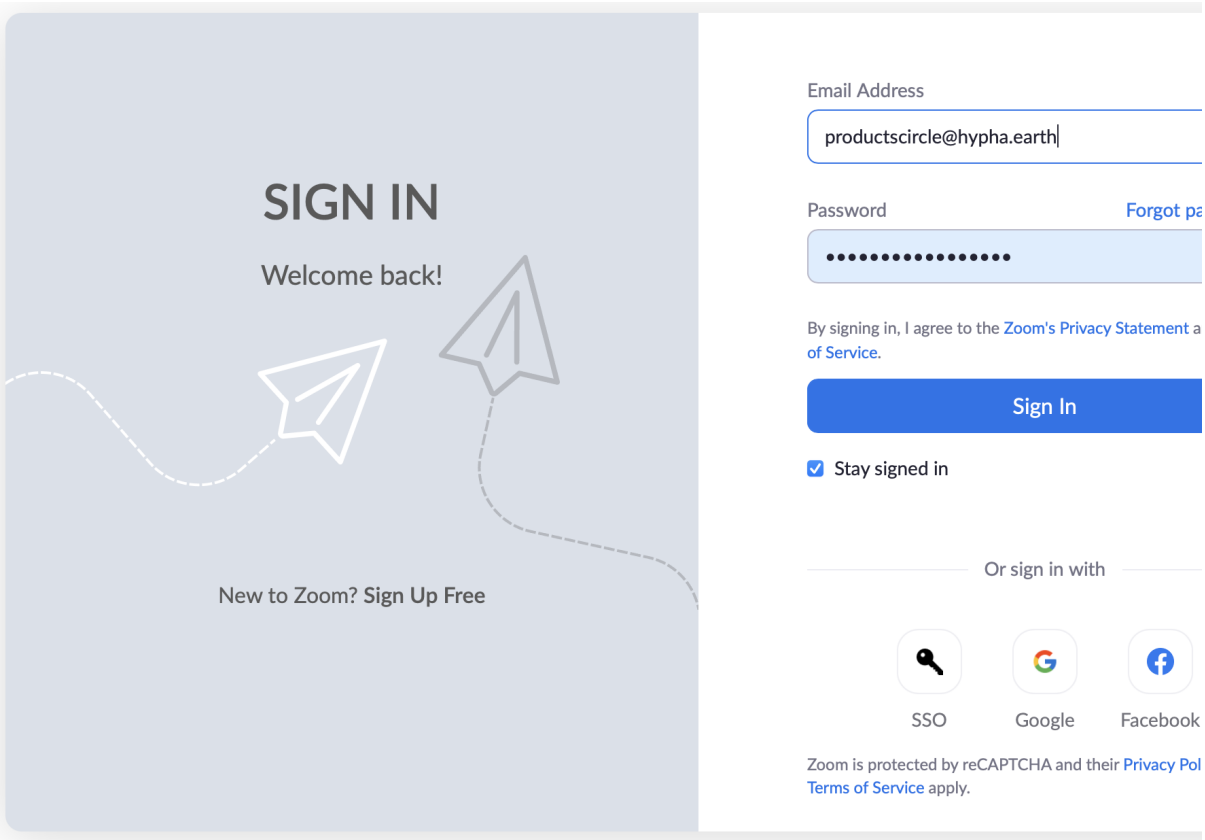
Note:

- 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**



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.

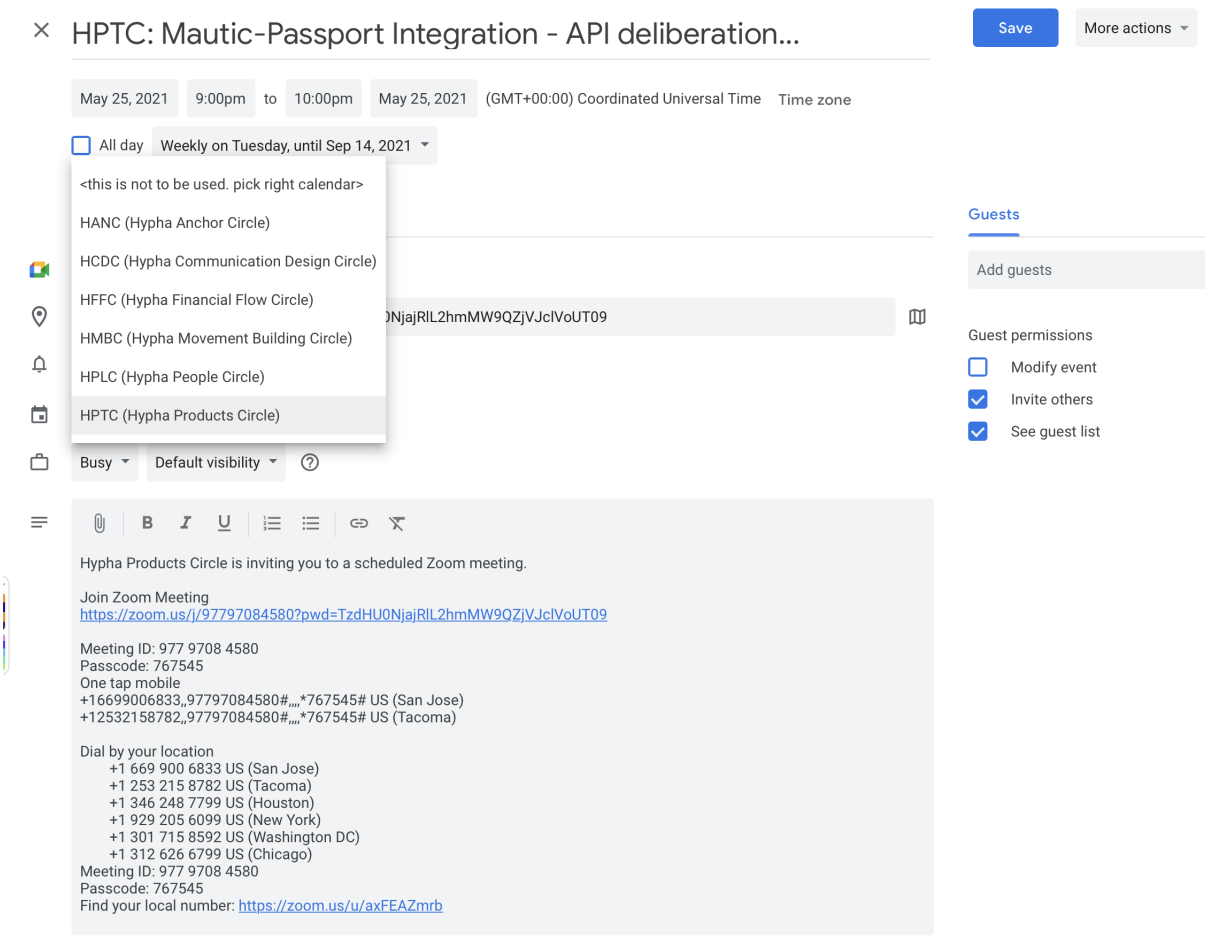
STEP 3

1. Make sure you download and connect the zoom meeting to google calendar calendar@hypha.earth. Note: this calendar requires 2FA.



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)**



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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