

04.Hypha Movement

Building Circle (HMBC)

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: **movementbuildingcircle@hypha.earth**
- username: **movementbuildingcircle-hypha.earth**
- email: **movementbuildingcircle@hypha.earth**
- email alias: **hmbc@hypha.earth**
- HMBC - **<https://zoom.us/my/hyphamovementbuildingcircle>**

ZOOM

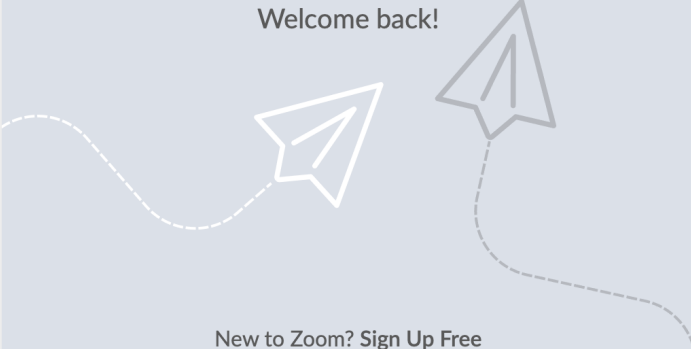
1. HANC - <https://zoom.us/my/hyphaanchorcircle>
2. HPLC - <https://zoom.us/my/hyphapeoplecircle>
3. HPTC - <https://zoom.us/my/hyphaproductscircle>
4. HMBC - <https://zoom.us/my/hyphamovementbuildingcircle>
5. HFFC - <https://zoom.us/my/hyphafinancialflowcircle>
6. HCDC - <https://zoom.us/my/hyphacommunicationdesigncircle>
7. SEEDS Samara DHO - <https://zoom.us/my/seedssamara>

STEP 1

1. Log into <https://zoom.us> using **movementbuildingcircle@hypha.earth**
2. Password and 2FA are within your <https://Locker.hypha.earth>
3. Contact: **webguru@hypha.earth** if necessary for password and 2FA

SIGN IN

Welcome back!



New to Zoom? Sign Up Free


Email Address

Password [Forgot password](#)


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

☒ Stay signed in


Or sign in with



SSO



Google



Facebook

Zoom is protected by reCAPTCHA and their [Privacy Policy](#) and [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.
2. Make sure to check your **locker.hypha.earth for your login/password/2FA**


May 25, 2021 00:00 Universal Time Coordinated

Every 2 weeks on Tue, 17 occurrences


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 **HMBC (Hypha Movement Building Circle)**

The screenshot shows the 'HMBC: Collective_Sensing' event creation page. At the top, there are buttons for 'Save' and 'More actions'. Below this, the event date and time are set to 'May 31, 2021' from '2:00pm' to '4:00pm' in 'GMT+00:00 Coordinated Universal Time'. A dropdown menu for recurrence is set to 'Weekly on Monday, until Sep 27, 2021'. The 'Event Details' tab is active, showing a list of circles on the left: HANC, HCDC, HFFC, HMBC (selected), HPLC, and HPTC. The main content area displays a Zoom meeting invitation with the following details: Meeting ID: 969 1886 3170, Passcode: 460839, and a Zoom link: <https://zoom.us/j/96918863170?pwd=djdiaGkwempFc08rUXduYlhhSGR3dz09>. It also provides dial-in numbers for various locations. On the right, the 'Guests' section is visible, showing 'Add guests' and 'Guest permissions' with checkboxes for 'Modify event', 'Invite others', and 'See guest list'.

4. Click on **Save**
5. The <https://ourcalendar.hypha.earth/hypha-movement-building-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 #40

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