

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: **hmhc@hypha.earth**
- HMBC - **<https://zoom.us/my/hyphamovementbuildingcircle>**

ZOOM

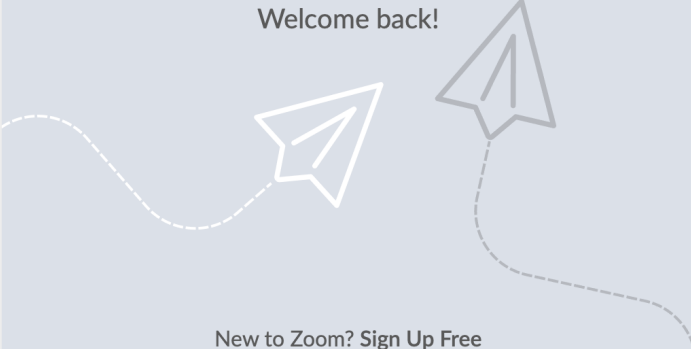
1. HANC - <https://zoom.us/my/hyphaanchorcircle>
2. HPLC - <https://zoom.us/my/hyphapeoplecircle>
3. HPTC - <https://zoom.us/my/hyphaproductscircle>
4. HMBC - <https://zoom.us/my/hyphamovementbuildingcircle>
5. HFFC - <https://zoom.us/my/hyphafinancialflowcircle>
6. HCDC - <https://zoom.us/my/hyphacommunicationdesigncircle>
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](#).


Sign In

☒ 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>. The 'Guests' tab on the right shows 'Add guests' and 'Guest permissions' with checkboxes for 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked).

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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