05.Hypha Financial Flow Circle (HFFC)

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: financialflowcircle@hypha.earth
- username: financialflowcircle-hypha.earth
- email: financialflowcircle@hypha.earth
- email alias: hffc@hypha.earth
- HFFC https://zoom.us/my/hyphafinancialflowcircle

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 financialflowcircle@hypha.earth
- 2. Password and 2FA are within your https://Locker.hypha.earth
- 3. Contact: webguru@hypha.earth if necessary for password and 2FA

	Email Address financialflowcircle@hypha.earth			
SIGN IN	Password <u>Forgot password</u>			
Welcome back!	••••••			
	By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.			
	Sign In			
	Stay signed in			
New to Zoom? Sign Up Free	Or sign in with			
	Q G (
	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. <u>Note: this calendar requires 2FA</u>.
- 2. Make sure to check your locker.hypha.earth for your login/password/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 HFFC (Hypha Financial Flow Circle)

×	HFFC: Finflow Circle			Save	More action		
	May 26, 2021 9:00pm to 10:00pm May	26, 2021 (GMT-04:00) Eastern Time - New York Time zone					
	All day Every 2 weeks on Wednesday, until Jan 20, 2022 🔻						
	Event Details Find a Time			Guests			
 ○ ↓ ↓ ↓ ↓<td>Add Google Meet video conferencing <this be="" calendary<br="" is="" not="" pick="" right="" to="" used,="">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)</this></td><td>/DVIUVJuZ0hKNFNBeUkxQT09</td><td>□</td><td>Add guests Guest permissi Modify e Invite otl See gues</td><td>ons vent ters st list</td>	Add Google Meet video conferencing <this be="" calendary<br="" is="" not="" pick="" right="" to="" used,="">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)</this>	/DVIUVJuZ0hKNFNBeUkxQT09	□	Add guests Guest permissi Modify e Invite otl See gues	ons vent ters st list		
	Hypha Financial Flow Circle is inviting you to a sch Join Zoom Meeting https://zoom.us/j/96553115436?pwd=NkF1eEh5V Meeting ID: 965 5311 5436 Passcode: 962400 One tap mobile +12532158782,96553115436#,*962400# US (Ta +13462487799,96553115436#,*962400# US (Ta +13462487799,96553115436#,*962400# US (He Dial by your location +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 369 900 6833 US (San Jose) +1 310 715 8592 US (Washington DC) +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York) Meeting ID: 965 5311 5436 Passcode: 962400 Find your local number: https://zoom.us/u/av8fsZ	eduled Zoom meeting. /DVIUVJuZ0hKNFNBeUkxQT09 ucoma) puston)					

4. Click on Save

- 5. The <u>https://ourcalendar.hypha.earth/hypha-financial-flow-circle-calendar</u> will be updated with latest calendar information.
- 6. The Uber calendar <u>https://ourcalendar.hypha.earth</u> will also be updated with latest calendar information.

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