

# 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

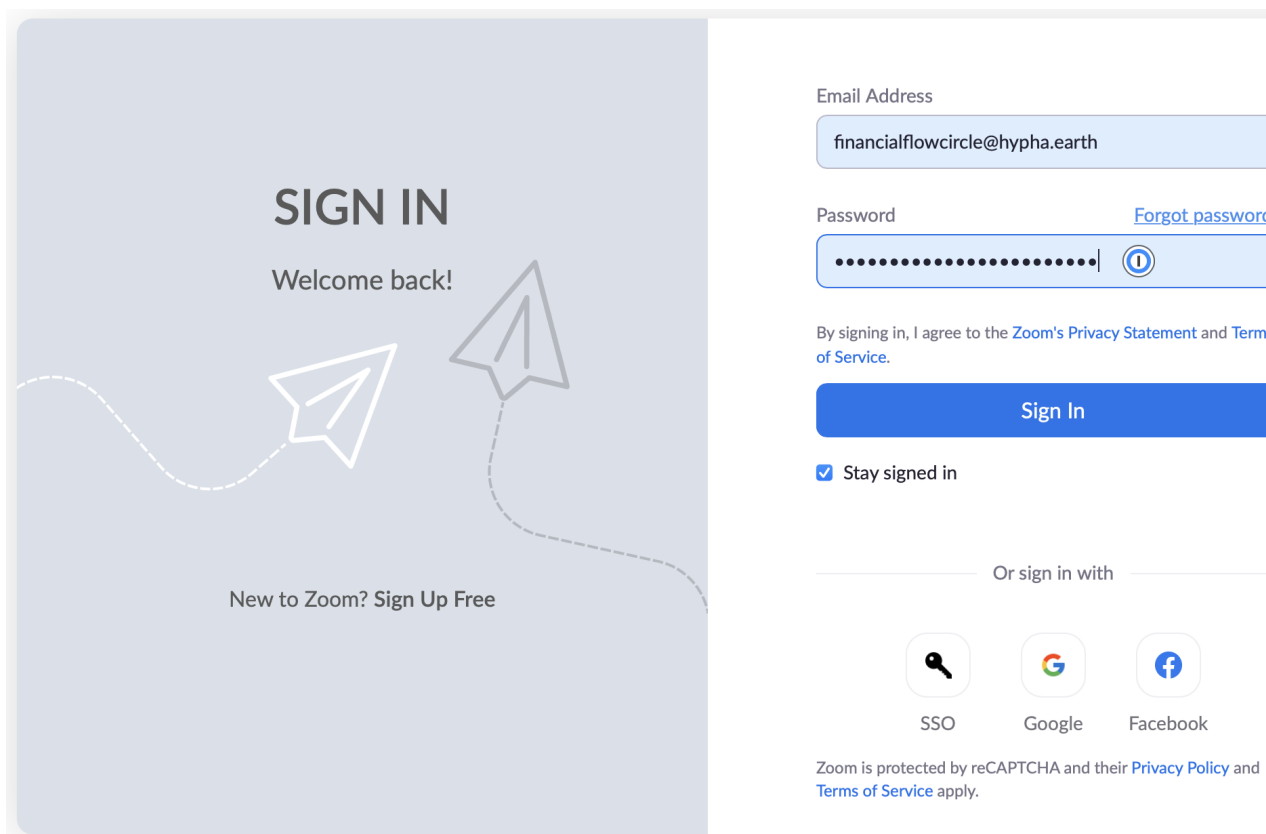
- Full Name: **financialflowcircle@hypha.earth**
- username: **financialflowcircle-hypha.earth**
- email: **financialflowcircle@hypha.earth**
- email alias: **hffc@hypha.earth**
- HFFC - **<https://zoom.us/my/hyphafinancialflowcircle>**

#### 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

The image shows the Zoom Sign In interface. On the left, a light blue panel contains the text "SIGN IN" in large bold letters, followed by "Welcome back!". Below this is an illustration of two paper airplanes, one white and one grey, flying along dashed lines. At the bottom of this panel, it says "New to Zoom? Sign Up Free". On the right, the sign-in form is displayed. It includes an "Email Address" field with the text "financialflowcircle@hypha.earth", a "Password" field with masked characters and a "Forgot password" link, and a checkbox for "Stay signed in". Below the password field, there is a line of text: "By signing in, I agree to the Zoom's Privacy Statement and Terms of Service." A large blue "Sign In" button is positioned below this. Underneath the button, there is a section titled "Or sign in with" followed by three icons: SSO (key icon), Google (G icon), and Facebook (f icon). At the very bottom, a small note states: "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](mailto: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

Every 2 weeks on Tue, 17 occurrences

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calendar

Ensure you can import the meeting invite into calendar using google account: [calendar@hypha.earth](mailto:calendar@hypha.earth)

#### STEP 4

1. Make sure you are logged into [calendar@hypha.earth](mailto: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 **HFCC (Hypha Financial Flow Circle)**

×

HFCC: Finflow Circle

Save

More actions

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

Add Google Meet video conferencing

<this is not to be used. pick right calendar>

h5VDVIUVJuZ0hKNFNBeUkxQT09

HANC (Hypha Anchor Circle)

HCDC (Hypha Communication Design Circle)

HFCC (Hypha Financial Flow Circle)

HMBC (Hypha Movement Building Circle)

HPLC (Hypha People Circle)

HPTC (Hypha Products Circle)

Hypha Financial Flow Circle is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://zoom.us/j/96553115436?pwd=NkF1eEh5VDVIUVJuZ0hKNFNBeUkxQT09>

Meeting ID: 965 5311 5436  
Passcode: 962400  
One tap mobile  
+12532158782,,96553115436#,,,,\*962400# US (Tacoma)  
+13462487799,,96553115436#,,,,\*962400# US (Houston)

Dial by your location  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 301 715 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/av8fsZyWU>

Guests

Add guests

Guest permissions

☐ Modify event

☒ Invite others

☒ See guest list

4. Click on **Save**

5. The <https://ourcalendar.hypha.earth/hypha-financial-flow-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 #50

Created 19 April 2021 02:39:54 by hypha.earthing

Updated 24 August 2021 21:14:19 by hypha.earthing