

# 06.Hypha Communication & Design Circle (HCDC)

## 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: [communicationdesigncircle@hypha.earth](mailto:communicationdesigncircle@hypha.earth)
- username: **communicationdesigncircle-hypha.earth**
- email: [communicationdesigncircle@hypha.earth](mailto:communicationdesigncircle@hypha.earth)
- email alias: [hcdc@hypha.earth](mailto:hcdc@hypha.earth)
- HCDC - <https://zoom.us/my/hyphacommunicationdesigncircle>

#### 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 [communicationdesigncircle@hypha.earth](mailto:communicationdesigncircle@hypha.earth)
2. Password and 2FA are within your <https://Locker.hypha.earth>
3. Contact: [webguru@hypha.earth](mailto: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.


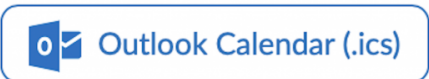

## STEP 3

1. Make sure you download and connect the zoom meeting to google calendar [calendar@hypha.earth](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 Coordinated

Every 2 weeks on Tue, 17 occurrences

Add to



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 **HCDC (Hypha Communication Design Circle)**

The screenshot shows the 'HMBC: Collective Sensing' event creation page. At the top, there are fields for date and time: 'May 31, 2021 2:00pm to 4:00pm May 31, 2021 (GMT+00:00) Coordinated Universal Time Time zone'. Below this is a checkbox for 'All day' and a dropdown menu set to 'Weekly on Monday, until Sep 27, 2021'. The main area is titled 'Event Details' and 'Find a Time'. A dropdown menu is open, listing several circles: HANC (Hypha Anchor Circle), HCDC (Hypha Communication Design Circle), HFFC (Hypha Financial Flow Circle), HMBC (Hypha Movement Building Circle), HPLC (Hypha People Circle), and HPTC (Hypha Products Circle). The 'HMBC' option is selected. To the right, there is a 'Guests' section with an 'Add guests' button and 'Guest permissions' options: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). The event description area contains a Zoom meeting invitation from 'Hypha Movement Building Circle' with the following details: Meeting ID: 969 1886 3170, Passcode: 460839, and a Zoom link: <https://zoom.us/j/96918863170?pwd=djdiaGkwempFc08rUXduYlhhSGR3dz09>. It also lists dial-in numbers for various locations: San Jose, Tacoma, Houston, New York, Washington DC, and Chicago.

4. Click on **Save**
5. The <https://ourcalendar.hypha.earth/hypha-communications-design-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 #15

Created 2021-05-07 16:47:14 UTC by hypha.earthing

Updated 2021-08-24 21:14:39 UTC by hypha.earthing