

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

#### ZOOM

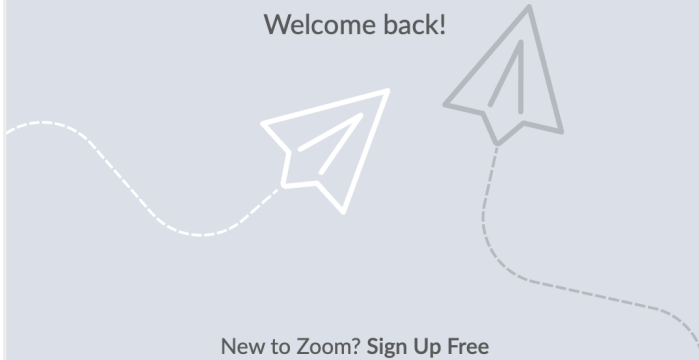
1. HANC - <https://zoom.us/my/hyphaanchorcircle>
2. HPLC - <https://zoom.us/my/hyphapeoplecircle>
3. HPTC - <https://zoom.us/my/hyphaproductscircle>
4. HMBC - <https://zoom.us/my/hyphamovementbuildingcircle>
5. HFFC - <https://zoom.us/my/hyphafinancialflowcircle>
6. HCDC - <https://zoom.us/my/hyphacommunicationdesigncircle>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

#### STEP 1

1. Log into <https://zoom.us> using **communicationdesigncircle@hypha.earth**
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](mailto:calendar@hypha.earth). Note: this calendar requires 2FA.
2. Make sure to check your [locker.hypha.earth](https://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 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 **HCDC (Hypha Communication Design Circle)**

× HMBC: Collective Sensing Save More actions

May 31, 2021 2:00pm to 4:00pm May 31, 2021 (GMT+00:00) Coordinated Universal Time Time zone

☐ All day Weekly on Monday, until Sep 27, 2021

**Event Details** Find a Time

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

- 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)

**Guests**

Add guests

Guest permissions

- ☐ Modify event
- ☒ Invite others
- ☒ See guest list

Hypha Movement Building Circle is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://zoom.us/j/96918863170?pwd=djdiaGkwempFc08rUXduYlhhSGR3dz09>

Meeting ID: 969 1886 3170  
Passcode: 460839  
One tap mobile  
+16699006833,,96918863170#,,\*460839# US (San Jose)  
+12532158782,,96918863170#,,\*460839# US (Tacoma)

Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)

Meeting ID: 969 1886 3170  
Passcode: 460839  
Find your local number: <https://zoom.us/u/aySD2YJY4>

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

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