

## 99. Samara DHO

## 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: **seedssamara@hypha.earth**
- username: **seedssamara-hypha.earth**
- email: **seedssamara@hypha.earth**
- email alias: **samara@hypha.earth**
- email alias: **samaradho@hypha.earth**
- SEEDS Samara DHO - **<https://zoom.us/my/seedssamara>**

#### ZOOM

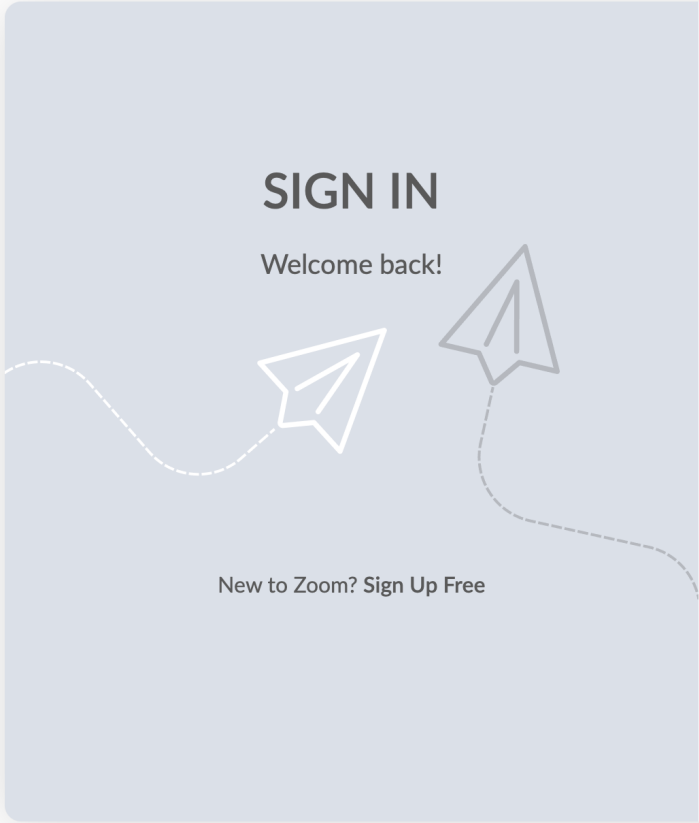
1. HANC - <https://zoom.us/my/hyphaanchorcircle>
2. HPLC - <https://zoom.us/my/hyphapeoplecircle>
3. HPTC - <https://zoom.us/my/hyphaproductscircle>
4. HMBC - <https://zoom.us/my/hyphamovementbuildingcircle>
5. HFFC - <https://zoom.us/my/hyphafinancialflowcircle>
6. HCDC - <https://zoom.us/my/hyphacommunicationdesigncircle>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

## FOR LAMPLIGHTERS

### TO MODIFY ZOOM CALLS & UPDATE THE (NEW) SHARED CALENDAR

#### STEP 1

1. Log into <https://zoom.us> using [seedssmara@hypha.earth](mailto:seedssmara@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



The image shows the Zoom Sign In page. On the left, a light blue box contains the text "SIGN IN" in large bold letters, "Welcome back!" below it, and "New to Zoom? Sign Up Free" at the bottom. There are two paper airplane icons with dashed lines trailing behind them. On the right, the sign-in form is displayed. It includes an "Email Address" field with the text "seedssmara@hypha.earth", a "Password" field with masked characters, and a "Forgot password?" link. Below the password field is a checkbox labeled "Stay signed in" which is checked. A blue "Sign In" button is positioned below the checkbox. At the bottom, there are three icons for "Or sign in with": SSO (a key icon), Google (the Google logo), and Facebook (the Facebook logo). At the very bottom, a small text line states: "Zoom is protected by reCAPTCHA and their Privacy Policy Terms of Service apply."

Email Address

seedssmara@hypha.earth

Password [Forgot password?](#)

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

☒ Stay signed in

[Sign In](#)

Or sign in with

SSO Google Facebook

Zoom is protected by reCAPTCHA and their [Privacy Policy](#) [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


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May 25, 2021 00:00 Universal

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

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#### **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 **SEEDSSamara@hypha.earth**  
**<TO BE UPDATED>**
4. Click on **Save**
5. The <https://ourcalendar.hypha.earth/> will be updated with latest calendar information.
6. The Uber calendar <https://ourcalendar.hypha.earth> will also be updated with latest calendar information.

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