

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>

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STEP 1

1. Log into <https://zoom.us> using seedssmara@hypha.earth
2. Password and 2FA are within your <https://Locker.hypha.earth>
3. Contact: webguru@hypha.earth if necessary for password and 2FA

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. 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

Ensure you can import the meeting invite into calendar using google account: calendar@hypha.earth

Every 2 weeks on Tue, 17 occurrences

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calen

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 **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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