Remo 101

This easy, step-by-step manual will help you make sure you’re ready to join us for the Orange and Black Day event. If you have any questions prior to the event, please reach out to chad.kuwana@oregonstate.edu.

Connection issues?

Check your computer settings by visiting the Remo System Check Website

While there is a beta phone/tablet interface, Remo works best on a laptop or desktop computer and using Chrome for the browser. Closing unnecessary programs and tabs will assist in preventing issues.

If you are using a website reader, please contact Brittany Nefcy at brittany.nefcy@oregonstate.edu for assistance in setting up your computer to interact well with Remo.

Once in Remo, if you need assistance, please go to the ‘Help Desk’ in the left-hand side of the map and chat with Chad Kuwana, the event manager. You can also send the event manager a private message by clicking their avatar bubble and select ‘Message.’ This will allow you to chat with them without moving tables.

Creating Your Account/Logging into Remo:

1. Visit the live.remo.co website in Chrome
2. If this is your first-time using Remo, click on “Sign Up Now” towards the bottom of the screen
3. Enter your email address and password, and you should be all set!

Creating Your Profile:

1. Once logged into Remo, you will be able to create/edit your Profile. Creating your profile is important so other attendees can see your name and picture during the event (i.e., creating your profile will create a little “avatar” with your name and picture!).
2. To create/edit your profile, go to the right-hand corner of the page, where you will see a small circle with your initials on it.
3. Click on the small circle, and click on “My Profile”.
4. Click on “Edit User/Profile” to edit the fields associated with your profile. Please include at least your full name.
5. Click on “Save Changes” at the bottom of the page.

**Video tutorial for above steps**
**Move tables by double clicking on the table you want to move to**

Remo will randomly place you at a table when you enter the event. However, you can move to a ‘Rest Table’ by double clicking on the designated table. You can also keep your camera and mic off until you are ready to start talking.

Tables will be organized as follows:

- Tables 1-2: Human Development and Family Sciences
- Tables 3-4: Kinesiology
- Tables 5-6: Nutrition
- Tables 7-8: Public Health
- Tables 9-10: Advisors
- Tables 11-15: Rest Tables

The ‘Rest Tables’ are for you to use to take a break or as an area to hang out as you figure out where you want to go next.

The ‘Help Desk’ located on the left-hand side of the map, you’ll be able to talk with Chad Kuwana, the event manager and undergraduate recruitment and retention director.
The banners on the left and right-hand side of the map will provide you more information about the topic.

**Bottom Menu:**

At the bottom of the screen you will find a menu of options:

1. **Cam On/Off:** This is how you can turn your camera on or off. If you have a red X, that means the camera is not connected to the Remo Site.
2. **Mic On/Off:** This is how you can turn your camera on or off. If you have a red X, that means the mic is not connected to the Remo Site.
3. **Chat:** This is how you can engage in a text conversation with the participants at the event.
   a. General Chat messages go to all participants at the event, Table Chat messages only go to the participants who are at your table, and Private Chats are just between you and the person you are messaging. You can Private Chat with anyone who is at the event.
   b. The Table Chat is a short-term memory chat, once you leave the table you will no longer be able to see what was said. However, Private Chats can be exported at any time by clicking the export button in the upper right side of the Chat window.
4. **Share Screen:** Please refrain from using this function unless asked.
5. **Whiteboard:** Please refrain from using this function as it is not useful or accessible for participants using a website reader.
6. **Quit Event:** When you are ready to go, click this button to exit the event.