Welcome to the College of Engineering Orange & Black Days!

The College of Engineering (COE) will be using Remo for all our Orange & Black Day events. The event will allow you to video chat and message with faculty, academic advisors, and current students in engineering in a virtual format.

To access the virtual event on March 26th at 10am PST, go to the event landing page here: https://live.remo.co/e/coe-orange-and-black-day-1. To access the virtual event on April 10th at 10am PST, go to the event landing page here: https://live.remo.co/e/coe-orange-and-black-day-2. To join either event, click on “Join Event Now”. You will not be able to join the event before the scheduled day and time. Instead, you will only be able to see the “Save me a spot” and “Speaker login” buttons, which you do not need to click on.

This easy, step-by-step Remo 101 manual will help you make sure you’re ready to join us for the event. If you have any questions as you read, please reach out to sahid.rosado@oregonstate.edu.

Remo 101

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 or private message the Event Manager. The avatar with the star next to it is an Event Manager!

To send a quick private message to the Event Manager during the event, click their avatar bubble and then click Message. This will allow you to chat with the Event Manager without moving tables.

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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 in Remo:

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.
6. For a quick video on these steps, go to https://www.youtube.com/watch?v=OE6prVidhH4&feature=emb_logo

The Floor:
This is what the event will look like when you enter:
To Move Floors:

There will be two floors and you have the ability to move from floor to floor using the Floor menu on the left hand side of the screen:

NOTE: Remo will randomly place you at a table when you enter the event and when you change floors. Quickly finding a Resting Lounge or Resting Table and moving can help avoid awkward situations.
TIP: You can also move floors with your camera and mic off, that will make it so you join a table but do not have to start talking until you are ready or you move to a new table.

Each table will be labeled with the name of a school/department in the College of Engineering (COE), so you are free to join the table(s) that most interest you. There will be one staff/faculty from that school/department at each table. Current students will also be joining your table, as they are available.

Tables will be organized as follows:

- **Floor #1**
  - Tables 1-4: Chemical, Biological, and Environmental Engineering: join this table if you’re interested in Bioengineering, Chemical Engineering, and Environmental Engineering
  - Tables 5-8: Civil and Construction Engineering: join this table if you’re interested in Architectural Engineering, Civil Engineering, and Construction Engineering Management
  - Tables 9-11: Computer Science: join this table if you’re interested in Computer Science
  - Table 12: Electrical and Computer Engineering: join this table if you’re interested in Electrical and Computer Engineering

- **Floor #2**
  - Tables 13-16: Mechanical, Industrial, and Manufacturing Engineering: join this table if you’re interested in Industrial Engineering, Manufacturing Engineering, and Mechanical Engineering
  - Tables 17-18: Nuclear Science and Engineering: join this table if you’re interested in Nuclear Engineering and Radiation Health Physics
  - Tables 19-20: Current Engineering Students: join this table if you’re interested in talking with some of our current students
  - Table 21: First-Year Engineering Experience: join this table if you’re interested in knowing about what to expect during your first year in engineering – from exploring different engineering majors, to discussing the Engineering Living-Learning Communities, and more!
  - Tables 22-24: Resting Table: join this table if you’re interested in taking a break from chatting, or if you need a few minutes to figure out where to go next

The tables and lounges (lounges are located on the left and right hand of the screen) labeled as Resting Table and Resting Lounge 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.

Note that each floor has a lounge labeled as HELP Lounge (located on the right hand side of the screen), where you’ll find student staff that can assist you with any Remo-related issues.

**To Move Tables:**

Double click on the table you want to go to. If the table is full, you will not be able to join until someone leaves. Again, the Resting Table/Lounge is a great spot to sit and wait.
In the example above, if I want to join Table 5, I will need to click two times on that table to leave Table 1.

**Bottom Menu:**

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

- **Cam Off/Mic 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. See Cam/Mic troubleshooting for more information on resolving this issue.

- **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. See Cam/Mic troubleshooting for more information on resolving this issue.

- **Chat:** This is how you can engage in a text conversation with the participants at the event.
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.

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.

**Share Screen:** If you have something to share at a table, you can do so here. If someone shares inappropriate content at a table, please contact an Event Manager as soon as possible.

**Whiteboard:** This is a function we are asking participants not to use. The way it is set up in Remo is not useful or accessible for participants using a website reader. Please assist us in making this event as accessible as possible and refrain from using this function.

**Quit Event:** When you are ready to go, click this button to exit the event.

**Camera/Mic Troubleshooting:**

If you are having issues connecting your camera or microphone, here are some tips.

1. Check to see if you are using Chrome. This is the best browser for Remo!
2. Double check the inputs for your camera, mic, and speaker
   a. Click on the circle with the three lines in the upper left corner
   b. Then check to see what settings are listed or what other options you have for inputs.
3. Follow the connection instructions provided by Remo to grant access to your camera or microphone. Then refresh your page.
1. Click on the lock icon 🗝️ in your address bar
2. Allow camera and microphone access and then refresh the page.
3. **Microphone and Camera still don’t work**
   a. If that does not work, click the Microphone and Camera still don’t work link for more help.
4. Check your device/internet connection at the [Remo System Check Website](#)
5. Last, contact Remo directly through their live help feature! While we would love to guide you to have a good experience, sometimes talking to the experts makes the most sense.