

UMassAmherst

Remo Event Guide

Accessing Remo

- Remo is accessible on desktop computers and laptops, through Google Chrome (preferred browser), Firefox, and Safari. Tablets and smartphones are not supported.
- Check your system compatibility, including camera and microphone access, here: <https://geartest.remo.co/>
- Remo does not support the use of virtual backgrounds, or call-in audio. Please plan accordingly.

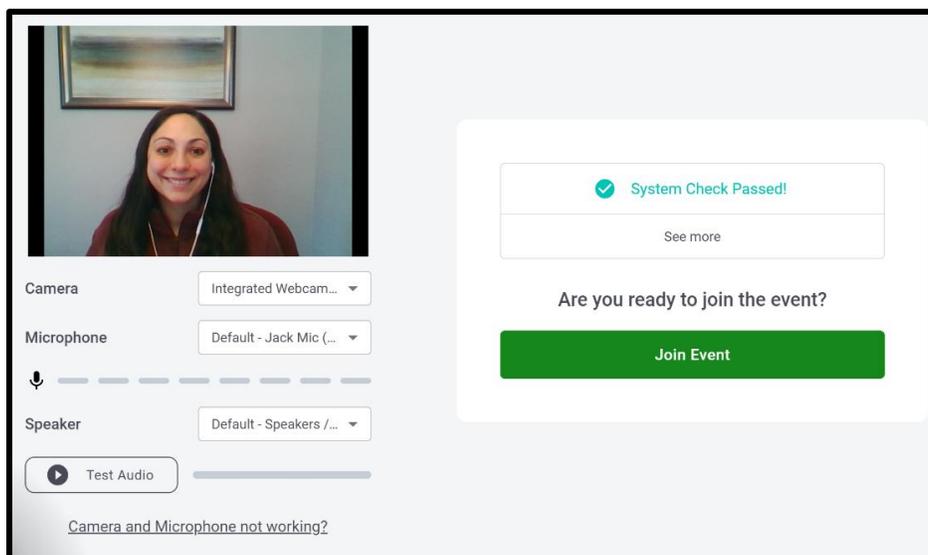
Joining the Event

- Click the event link shared in your confirmation email.
- When it's time for the event, click "Join Event Now" or "Sign in to join event!"

Join event now!

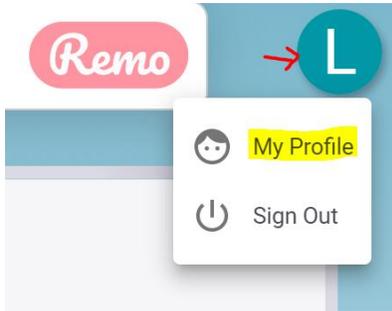


- If you are using Remo for the first time, create an account using an email and password of your choosing.
- Complete the system check to ensure your computer, microphone, and browser are compatible with the software. You'll see a preview of your face. Once you pass the system check, click "Join Event."



Setting up your Digital Business Card/ “My Profile”

- Click on the circle icon with your initial in the top right corner of the screen, and select **My Profile**.



- Click Edit Profile and update the fields of your digital business card:
 - Upload a photo of yourself as your avatar. If you do not wish to upload a photo, your initial will appear instead.
 - Add your full name and UMass Amherst class year (ex: '06) in the “Full name” box.
 - Update your headline and consider including what you’re hoping to accomplish at the event, and your industry.
 - Update your company and job title.
 - Include your LinkedIn Profile so that people can connect with you after the event.
 - Feel free to include a link to your personal or company website.

A screenshot of the 'Edit Profile' form in the Remo app. The form is displayed in a light gray modal window with a close button (X) in the top right corner. On the left side of the form is a circular profile picture of a woman with dark hair. To the right of the profile picture is the text 'Edit Profile'. Below this are two green links: 'Change Profile Picture' and 'Remove'. The form contains several input fields with labels and placeholder text:

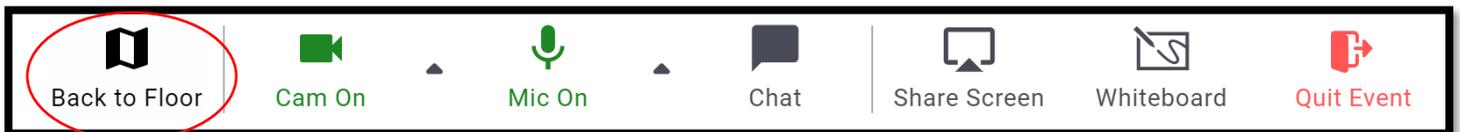
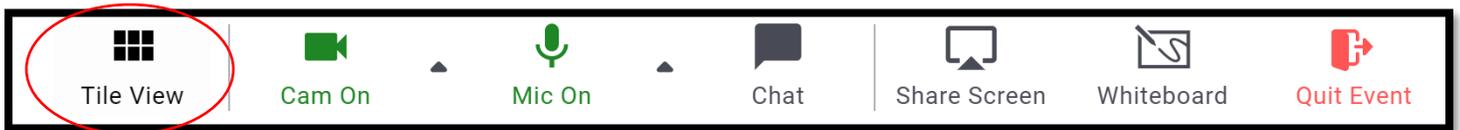
- Full Name ***: Lindsay McGrath '18 M.Ed.
- Headline**: Event Host, Connecting Students and Alumni
- Company**: UMass Amherst Alumni Relations
- Job Title**: Director of Student and Young Alumni Programs
- Meeting Schedule Link (e.g. Calendly)**: (empty field)
- LinkedIn Public Profile URL**: https://www.linkedin.com/in/lindsaymcgrath/

At the bottom of the form are two buttons: a green 'Save Changes' button and a white 'Cancel' button with a green border.

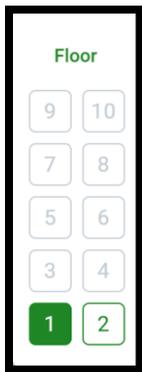
- Click **Save Changes** at the bottom, then exit out of the pop-up box to return to the main event screen.

Navigating the Event and Networking

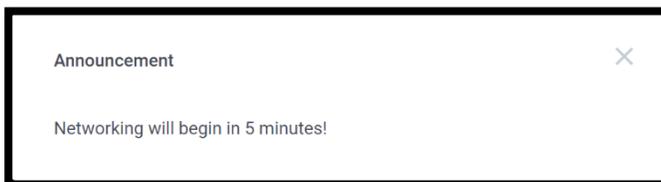
- The event space contains tables and chairs. To move around, double click on any open seat.
- You will be randomly placed at a table to begin the event, but you can move freely to a new table at any time.
- Once you join the table, you will be added into the conversation right away so be sure to turn on your microphone and camera.
- To increase the size of the camera tiles on your screen, click **Tile View** in the bottom tool bar. Click **Back to Floor** to decrease the size and view all of the tables.



- To move around the event, you can click and drag your mouse to move or zoom in on any aspects.
- If there are multiple floors of the event, you'll see an elevator icon on the left, and you can click to navigate to a new floor.



- If you hear a bell during the event, the event manager has posted an announcement which you will see pop up on your screen.



- If you hear a knock, this means someone new has joined your table.

Presentations

- Similar to an in-person event, your conversation may be briefly interrupted by an event host sharing remarks or a presentation.
- You will see a video presentation fill your screen and your camera and microphone will be turned off. Networking will be paused during this time.
- When the presentation is over, you will be returned to the table you were at before the presentation started with your camera and microphone on.

Helpful Features in the Event

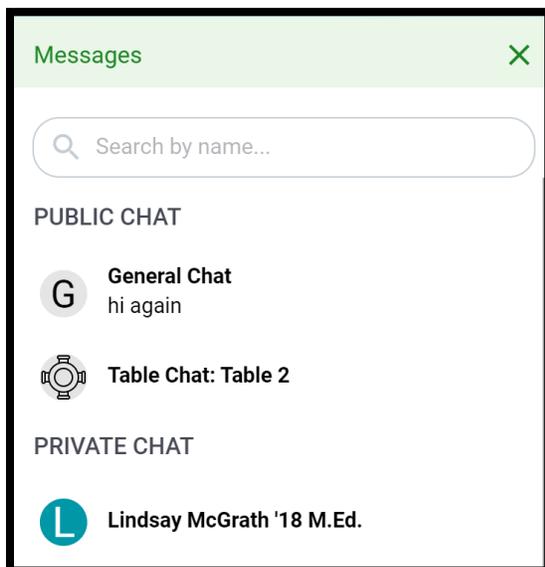
- **Agenda:** To find the event schedule, click on the clipboard icon at the top of the screen.



- **Chat Box:** Click the Chat icon in the bottom toolbar to open the chat and use the chat to connect with others at the event. Click the icon again to hide the chat box.



- **Table Chat** – sends a message to everyone at your table
- **General Chat** – sends a message to all attendees
- **Private Message** – click on an individual name to send them a private message



- **Resource Tiles:** Click on any of the resources available on either side of the screen to get more information, see FAQs, and view a list of other event attendees you may want to connect with.



- **Help Desk Table:** Click on an empty chair at the Help Desk table, which will be available during each event. A staff member will be at this table throughout the entire event to assist you.



- **Take a Break Table:** Visit this table when you need a break from the conversation or need to step away from your computer. Please turn off your camera and microphone while at this table.
- **1:1 Conversations:** The tables with two seats are available for 1:1 conversations. You can send a chat to someone and ask them to meet you there if you want to connect.

We look forward to seeing you at a UMass Amherst event, hosted through Remo, very soon!