

REMO Platform 101

Checklist before attending a Remo Event

Follow this checklist to get you and your computer Remo ready!

- To get the full networking experience use a computer with a camera and microphone. It is not required but will let you have an amazing experience!



- As we use the latest video technology, make sure your browser and OS is updated to the latest version. Please check that you are using a compatible browser and OS that fulfills the versions listed in the table below.

- [Click here to check your OS and browser version](#)
- Remo currently only supports Chrome, Safari, or Firefox browser on your desktop/laptop computer.

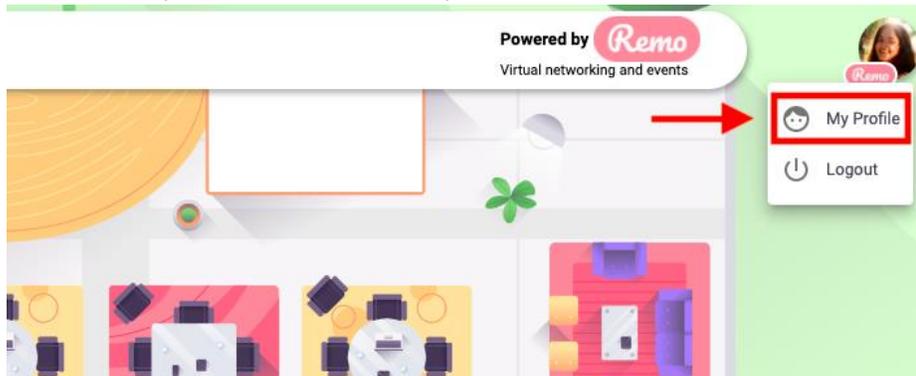


- Before the event, check that your microphone and camera works and that your browser, hardware and internet connection fulfills our requirements on this [test page](#).
 - If your camera or microphone does not work here are some troubleshooting guides to help you resolve common issues:
[My camera and microphone does not work on Windows 10](#)
[My camera and microphone does not work on MacOSX](#)
 - If your camera or microphone still does not work, go here live.remo.co and click on the "Need Help" button on the bottom left corner, we also have a self-help [guide here](#) for microphone or camera issues.
- Locate yourself in a quiet place with a non-distracting background before you enter the event
- Watch this YouTube video for instructions on how to use [Remo](#).
- Go to the link that was sent to you and register with your name, email, and password.
- Most importantly have fun and a great event!

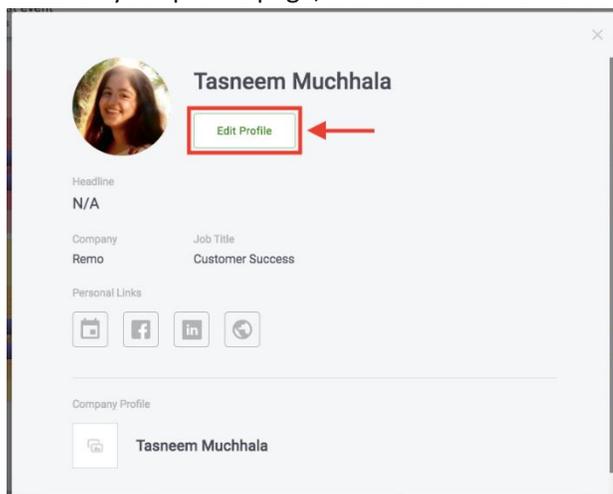
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How to Update Your Attendee Profile

1. Click on your image/image icon in the right-hand corner
2. From the drop-down menu select 'My Profile'



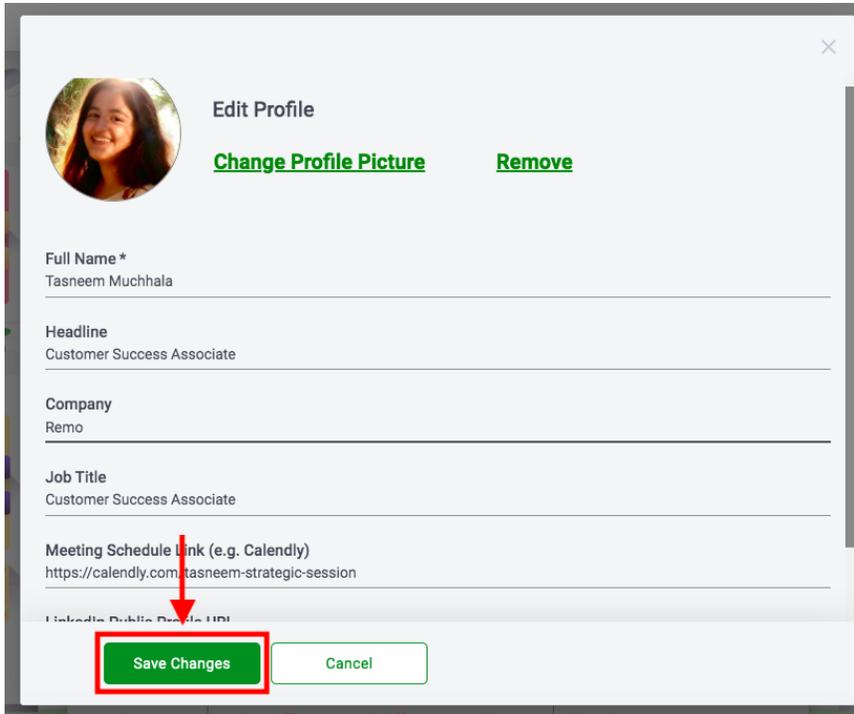
3. Once on your profile page, click the 'Edit Profile' button



4. To edit your profile you can:
 - a. Add your Full Name
 - b. Add a Profile Picture
 - c. Add a Headline and your Job Title
 - d. Add a URL to schedule meetings, e.g. a Calendly link
 - e. Connect to your LinkedIn or Facebook Profiles
 - f. Add a link to your Website (you can use this to link to your Instagram if you wish!)

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- Once you've filled everything you want, make sure to click 'Save Changes' at the bottom of the page



- Check out this [short video walk-through](#) for updating your profile

How to Move Around the Room



- Join a table by double clicking on any open seat at a table or seating area
- Click and drag to look around the room to find an open seat
- When you are ready to move to a new table, bid farewell to your tablemates and double click on another open seat
- You can continue exploring by using the Elevator on the left of the room to visit other floors
- Change your view by click on the button on your white menu bar in the bottom center of your screen
 - Depending on the view you are currently in, you can change to "tile view" or "back to map"

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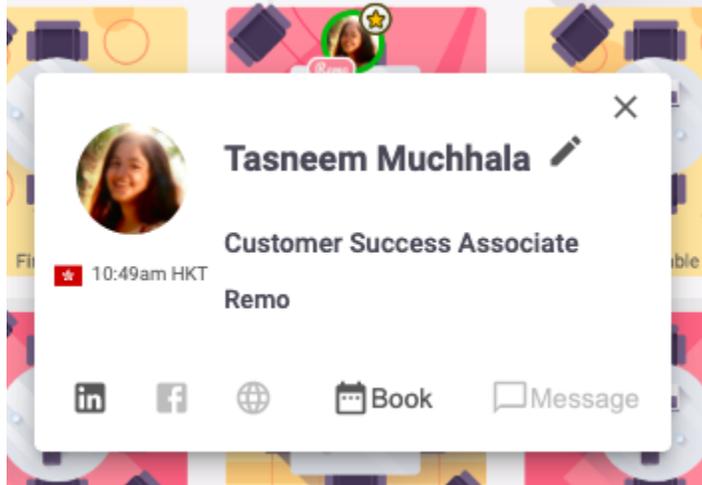
How to Connect with People During the Conference

There are a number of ways you can connect with other attendees in Remo:

1. Switch your mic on
2. Switch your camera on



3. If you are having issues with your microphone or camera, please check out [this test page](#)
4. Online chat - You can choose to chat with...
 - a. General Chat: All other attendees
 - b. Table Chat: Those only on your table
 - c. Private Message: 1:1 direct message with another attendee
 - d. Check out [this article](#) for the differences in the above types of chats
5. Connect with attendees on LinkedIn or Facebook or via their website
6. Book/schedule a meeting with another attendee
7. To do this, all you need to do is click a user's profile image and the following pop-up will appear.



8. You can now experience Remo with the above powerful features for networking. Enjoy! ✨