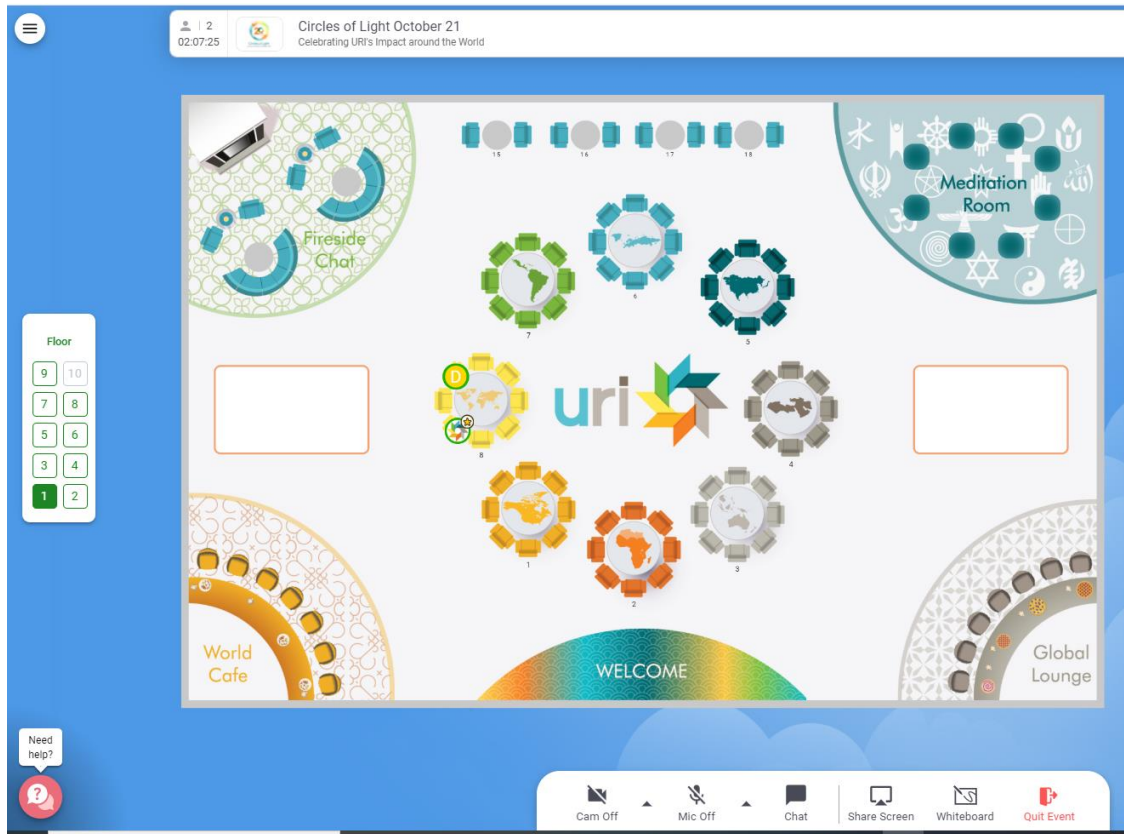


# Key Help Tips – For Remo

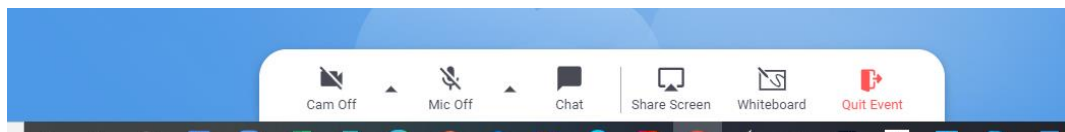
## Intro

Welcome to URI's new online community gathering place! All you need is your computer or android phone, Google Chrome, microphone and speakers. Then join us in Remo!




## Camera and Microphone

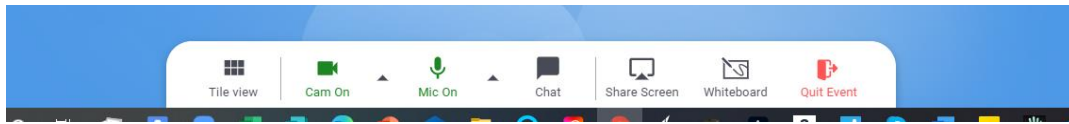
At the bottom of the screen, you will find your control panel similar to Zoom.



Here you can turn on your camera and microphone. It will be off when you come in so be sure to turn it on so people can see and hear you.

To adjust your camera setting click on the hamburger icon , upper left corner.

## Tile View / Back to Floor



Each table is its own room. And you will only see and hear the people at your table.

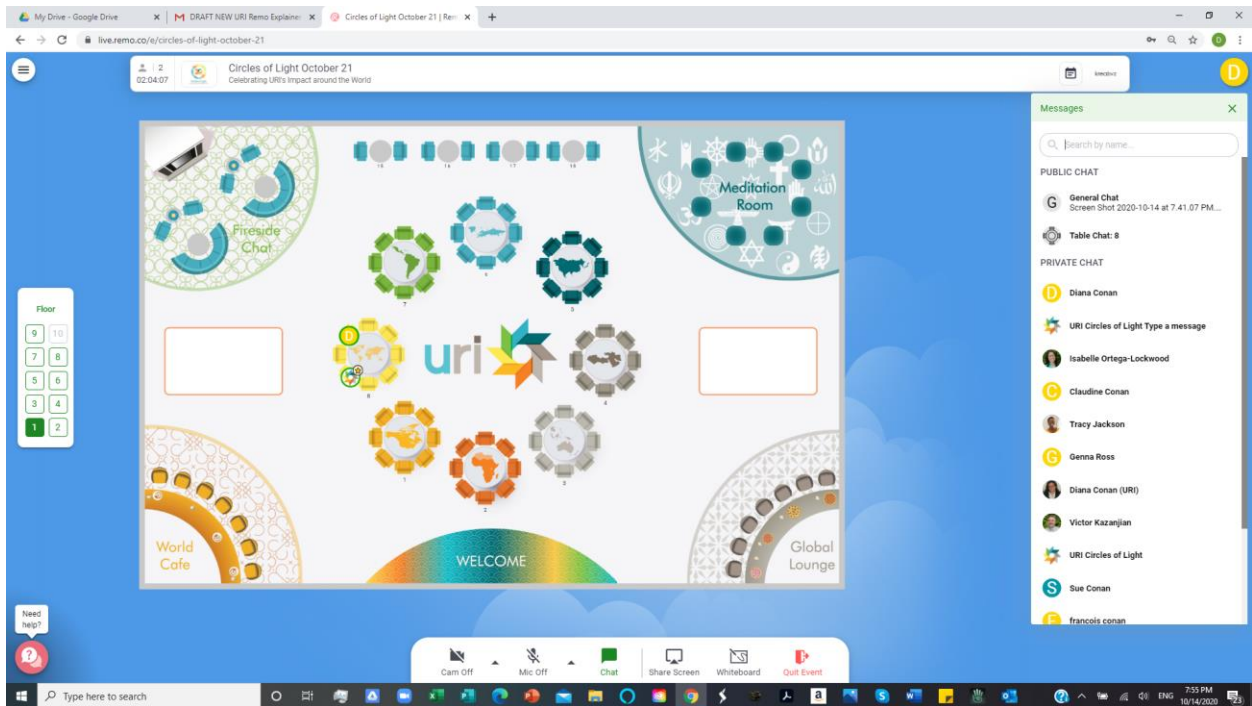
Larger view of videos, you can click on the Tile View. Doing this is great for conversation.

If you need to see the room again, you can click on that same button now called Floor View.

## Chat

On that same Toolbar, you have a Chat icon. Let's check that out.

Click on the icon and you will see General Chat, Table Chat, and a list of names.



Sending a message through the General chat will send it to everyone in the event, even if they are on another floor of our virtual building.

Sending a message through the Table chat will only send it to the room you are in.

Sending a chat to a name that appears in the chat box will only send it to that person privately.

You can even search for someone in the search box to chat with and ask them where they are.

## Moving Around

Our URI event space is organized by tables and floors. You will enter on the first floor where you will see Help Desks where URI event staff will be waiting to help you.

**Table to Table** - To go from table to table or to the Meditation Room, World Cafe, Global Lounge, and Fireside Chat areas, you just need to double-click on an empty seat. Occupied seats have little avatars (circles) on them.



**Floor to Floor** – To change floors, take the elevator - vertical rectangle with floor numbers on the left side of your screen. Single click on a floor number and click 'Yes, go to another floor' to go to the selected floor.

If you didn't mean to travel to another floor, it's easy to go back, just click on the elevator floor button to go back to the floor you were on and find the table where you were.

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## The Program

Besides the informal conversation time, the program on the virtual stage will automatically transport you to the best seats in the house as you sit back and enjoy the presentations.

During the program, you can click on the upper righthand corner of any of the Presenters or Videos to watch on full screen.

After the presentations, you will be automatically returned to your table where you can continue your conversations.

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Well, that's the most important stuff.

**Help** - We are also at the Help desk on the main floor (floor 1) for you to come and talk with if you need help with anything, so just double-click on any seat.

Please enjoy this very unique and very special URI global gathering space! See you there!