How to Join a Teams Live Event

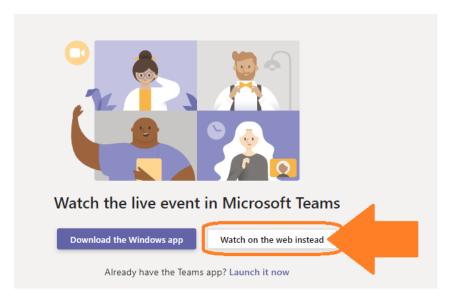**Teams works best in Edge or Chrome. It does not work in Internet Explorer.**

The Meeting

Step # 1.   Go to the Purchasing ITB page on the County website at
https://www.berkspa.gov/departments/purchasing/itb-rfp
the Teams Live Event link for the Bid Opening will be posted with each specific Bid Request.

Step # 2.   Click on the meeting link associated with the Bid you are interested in.

Step # 3.   Click Watch on the web instead.

Step # 4.   You will be prompted to download the Teams app, Open in web browser (Edge or Chrome) or Launch the Teams app if you already have it. You can select Join on the web instead and join as a guest. If you have used Teams in the past, launch the app and use a verified account.
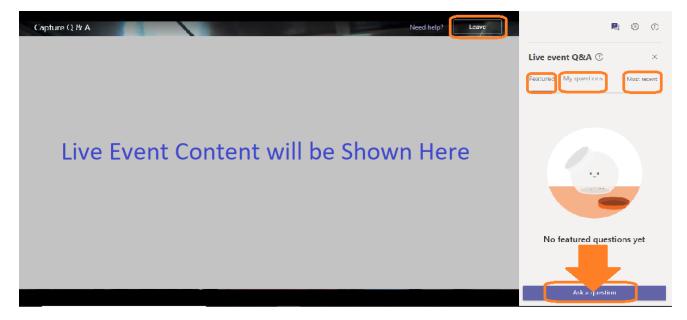
Step # 5.   You have successfully joined the meeting. Your and all other Public participants video and microphones will not be used during the event. All of you will see and hear what is being presented. If you cannot hear presenters, be sure your speaker is not muted or at 0%.

Step # 6.   You can submit a question or view questions asked by others in the panel on the right in the Live Q & A. Click the Ask a Question button in lower right-hand corner to submit your question. Questions will either be replied to in the Live Q & A section on the right or read and responded to during the event. That will be determined by the presenters during the Live event. Live Q & A has three tabs:

  a.   Featured
  b.   My questions
  c.   Most Recent

Move between the tabs to see what others have asked and responses received as well as review your own questions and responses received.

Step # 7.   To end the Live event, use the Leave button in upper right-hand side of the screen.

End of process

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