

## **INSTRUCTIONS FOR MANDATORY PRE-BID MEETING**

- Please use the following link to join the mandatory pre-bid meeting for **SENATOR HIGHWAY IMPROVEMENT PROJECT IN YAVAPAI COUNTY, ARIZONA - PROJECT #2122710**, which will be broadcast online through Microsoft Teams platform. The following meeting portal may not work with Safari browser; we advise using Google Chrome, Microsoft Edge, or Internet Explorer.

[Teams Meeting - Click Here](#)

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YjBhYzNlOGUtZTgxYS00NzA3LTgwYTctMGJiNjQ5ODMwNDI2%40thread.v2/0?context=%7b%22id%22%3a%22beb3f7bd-054a-4f98-b37e-3efd52690640%22%2c%22oid%22%3a%22675ec77b-1a04-443c-9ef6-f702f6c8388c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjBhYzNlOGUtZTgxYS00NzA3LTgwYTctMGJiNjQ5ODMwNDI2%40thread.v2/0?context=%7b%22id%22%3a%22beb3f7bd-054a-4f98-b37e-3efd52690640%22%2c%22oid%22%3a%22675ec77b-1a04-443c-9ef6-f702f6c8388c%22%7d)

*As an alternative, you may also call in to the meeting with the number listed below.*

*Phone number +1 480-939-4892, Conference ID: 269 359 821#*

- Once you have launched the website, you can either join the meeting with Microsoft Teams app (if installed) or join the meeting using web browser by clicking ‘*Join on the web instead*’. You may not need a Microsoft account to join the meeting, but please sign your name and company in the ‘*Enter name*’ field before hitting the ‘*Join now*’ button. The county will use the information to create a sign-in sheet.
- Using a web camera or microphone during the meeting is not required but encouraged.
- During Q&A session, if you don’t have a build-in or plug-in microphone on the computer, you may use ‘*Meeting chat*’ function to type-in your questions.
- **If you plan to attend this pre-bid meeting, we highly recommend you sign on to the web link 30 minutes prior to the start time to get familiar with MS Teams` interface and tool bar. Please call 928-777-7542 if you have any technical questions or concerns. Please note that phone calls will only be answered from 9:45 a.m. to 9:55 a.m. on the pre-bid meeting date.**
- Please find more supplemental information and instructions on Microsoft Office Support website <https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>