1. From the Lync menu, click Preferences.

2. Click the Account category.

3. Click to edit the advanced server settings.


5. Enter the URL in both the Internal and External server name fields.

6. Click OK and then close the Account Preferences.

7. Exit Lync and sign in again to “refresh” the connection.
1. Click the menu arrow for *Show menu* and move to *Tools* and click *Options*.

2. Click the *Personal* category in the left column.

3. Click *Advanced*.


5. Enter the URL in both the Internal and External server name fields.

6. Click *OK* and then *OK*.

7. Exit Lync and sign in again to “refresh” the connection.
1. Click the menu arrow for **Options** and move to **Tools** and click **Options**.

2. Click the **Personal** category in the left column.

3. Click **Advanced**.

4. Select **Manual configuration**.

5. Enter the URL in both the Internal and External server name fields.

6. Click **OK** and then **OK**.

7. Exit Lync and sign in again to “refresh” the connection.