How to Set Microsoft Lync to Automatically Start

Version A – Microsoft Lync 2010

1. Launch Microsoft Lync if it is not already running.
2. Go to Tools > Options. (Alternatively, you can click the gear icon).

3. Click the Personal heading on the left.

4. Check the box that says “Automatically start Lync when I log on to Windows.” This will tell Microsoft Lync to run automatically each time you log in to activate your phone.
Version B – Microsoft Lync 2013

1. Launch Microsoft Lync if it is not already running.

2. Click the gear 🛠 icon to open the Options menu. If prompted with a menu, go to Tools and then Options.
3. Click the Personal heading on the left.

4. Check the box that says “Automatically start Lync when I log on to Windows.” This will tell Microsoft Lync to run automatically each time you log in to activate your phone.