KNOWLEDGE BASE ARTICLE

# How to Deploy and Set Up Short URL Online



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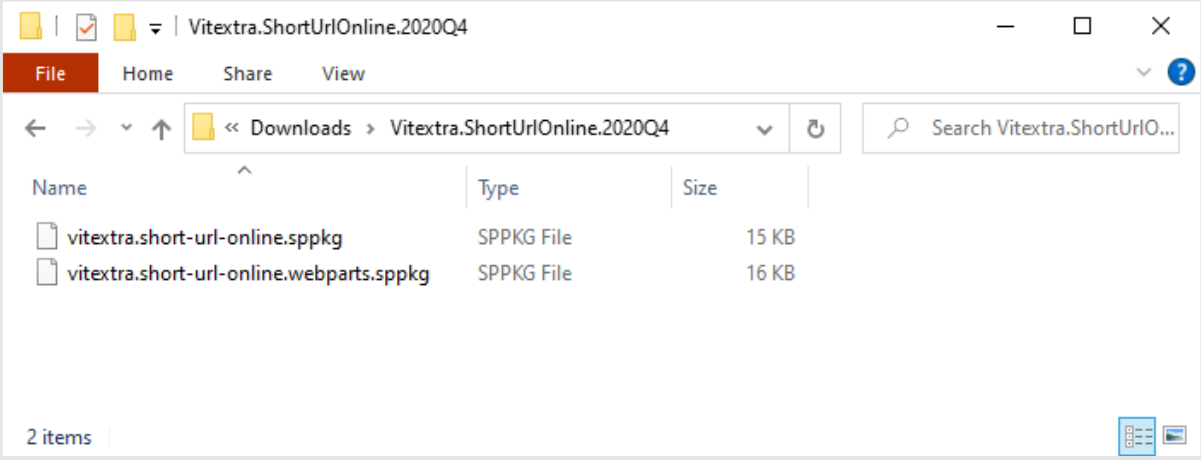
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This article describes how to deploy and set up Vitextra Short URL Online in a **Microsoft 365 tenant**.

# Installation Package

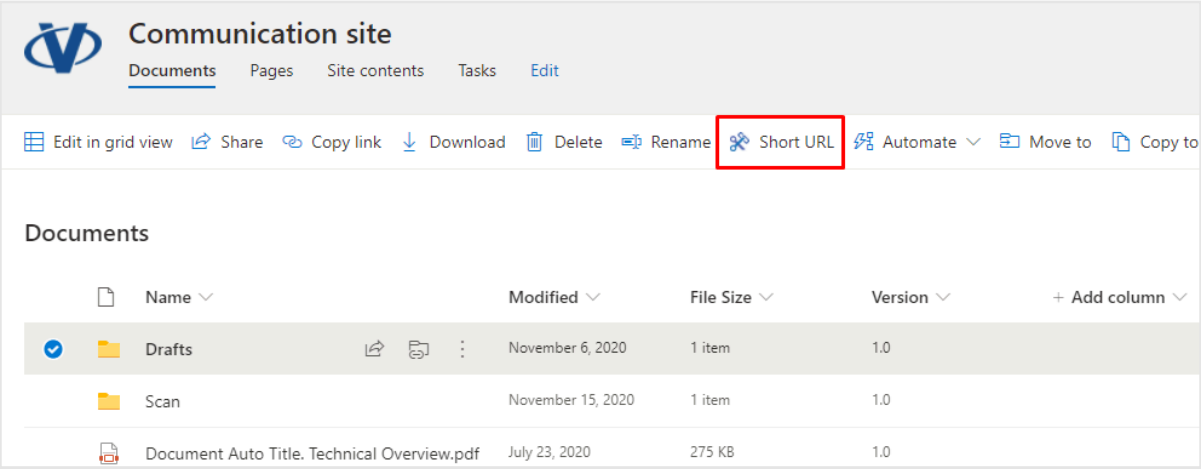
The Short URL Online installation package contains two .sppkg files:

- vitextra.short-url-online.sppkg
- vitextra.short-url-online.webparts.sppkg




*Short URL Online. Installation Package*

The **vitextra.short-url-online.sppkg** package contains a command bar extension for shortening the URL of a document or folder.

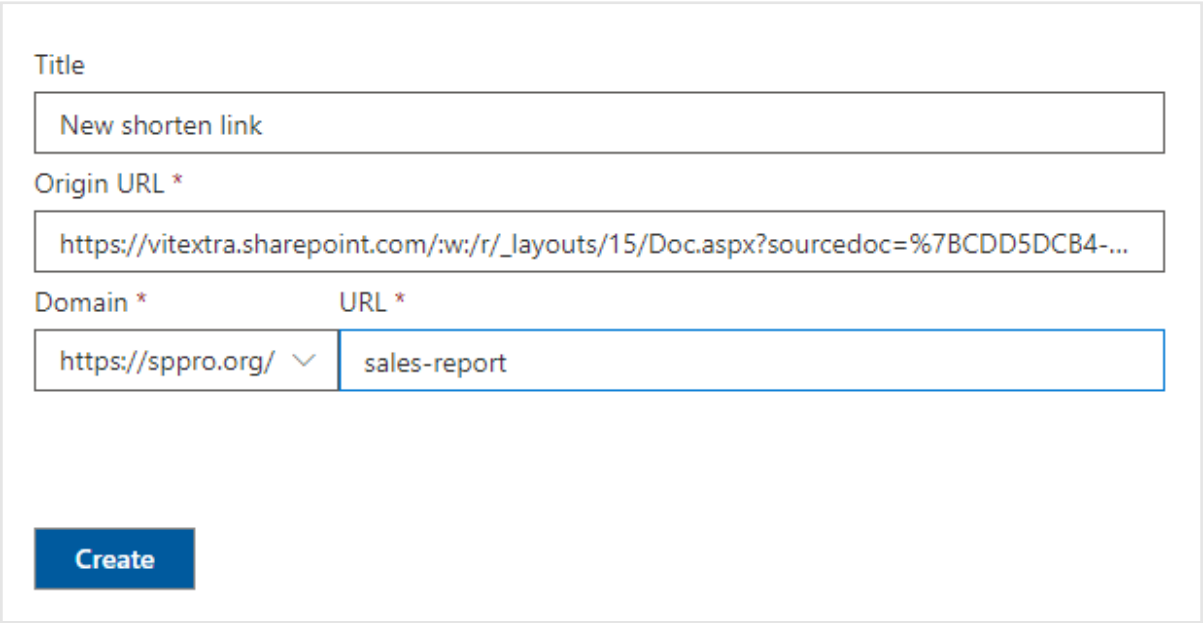



*Short URL Online. Command Bar*

**Note**

The command bar extension can't be deployed globally. You must add the app to each **SharePoint site** where you want to enable the command bar extension.

The **vitextra.short-url-online.webparts.sppkg** package contains a **web part** for creating a shortened link to any content.




*Short URL Online. Web Part*

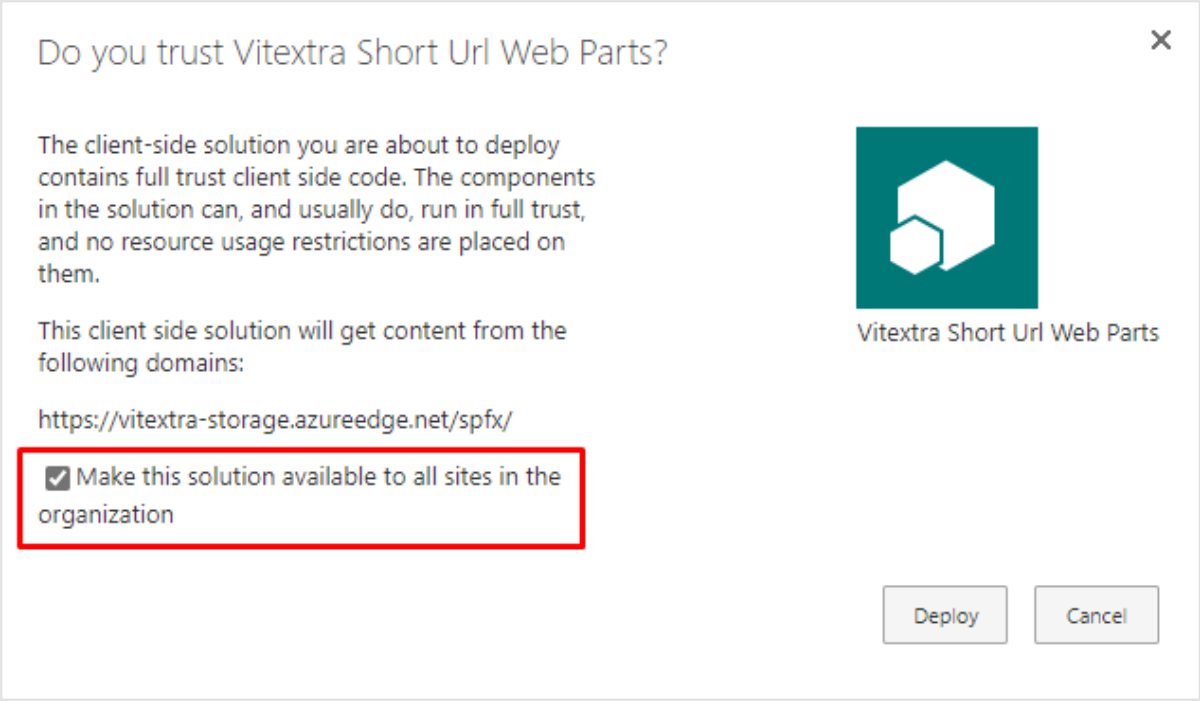
**Note**

The Short URL web part is available immediately once the package is deployed to the **SharePoint App Catalog**.

## Deploy

Open the SharePoint App Catalog and upload the .sppkg files from the installation package.

When a file is uploaded, SharePoint displays a confirmation dialog. Click **Deploy** to confirm the operation. When deploying the Short URL Online web part, select the **Make this solution available to all sites in the organization** checkbox to allow global deployment.




*Deploy confirmation dialog*

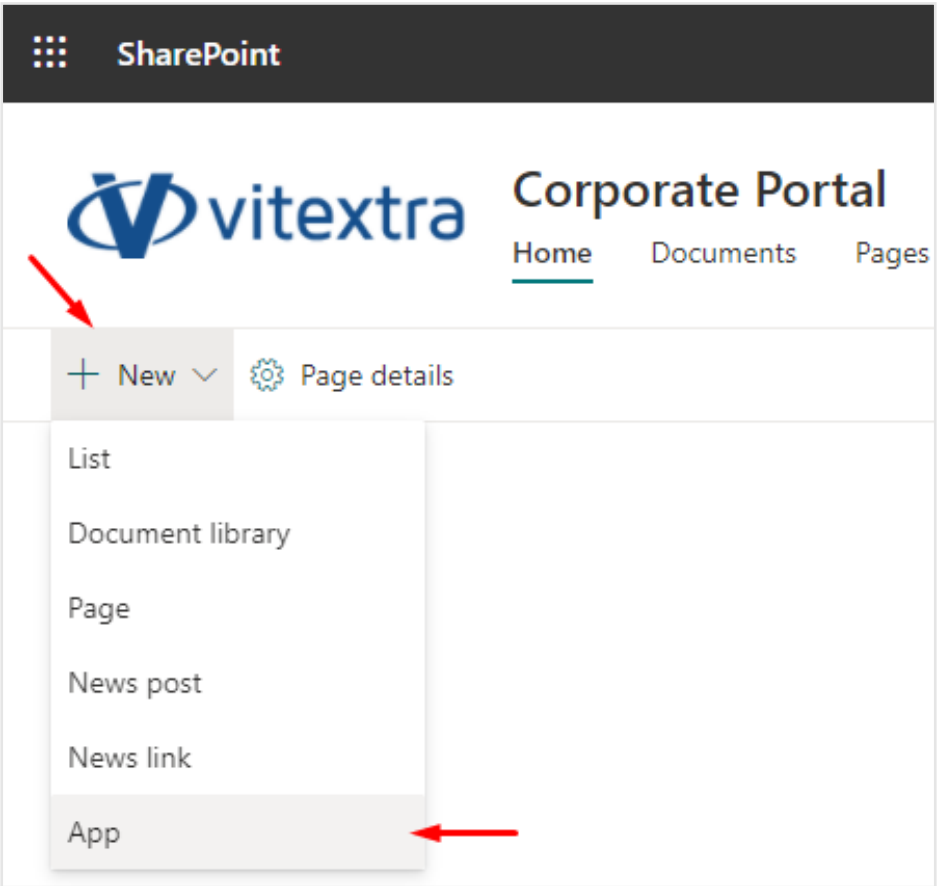
**Tip**

If you need only the web part or only the command bar extension, you can deploy the appropriate package and ignore the other one.

## Command Bar Extension

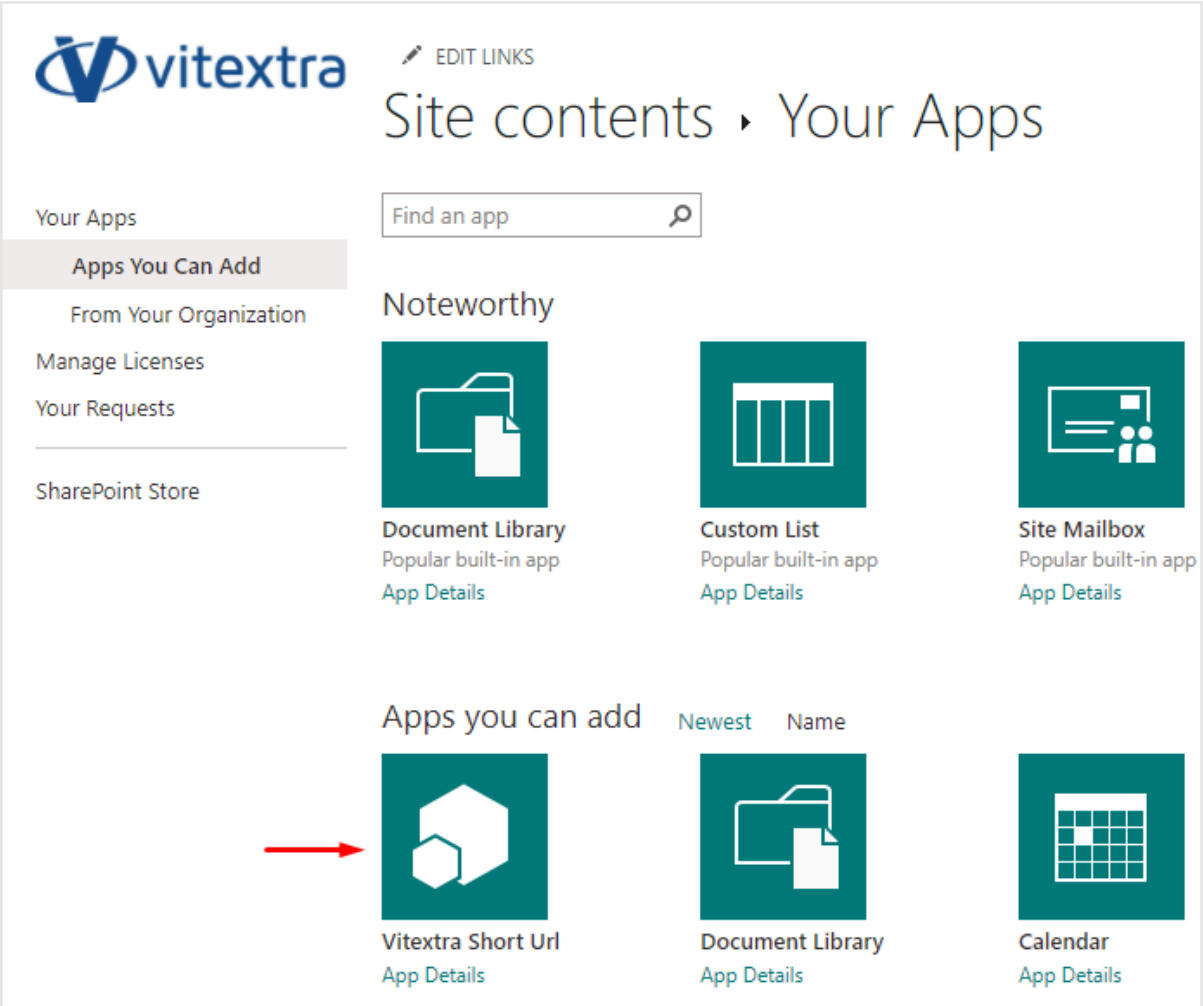
The Short URL command bar extension lets users create shortened links to any document or folder with a single click. You must activate this **feature** on each site where you want to use the Short URL command bar extension.

Select **New** > **App** on the site command bar.




*New App Menu*

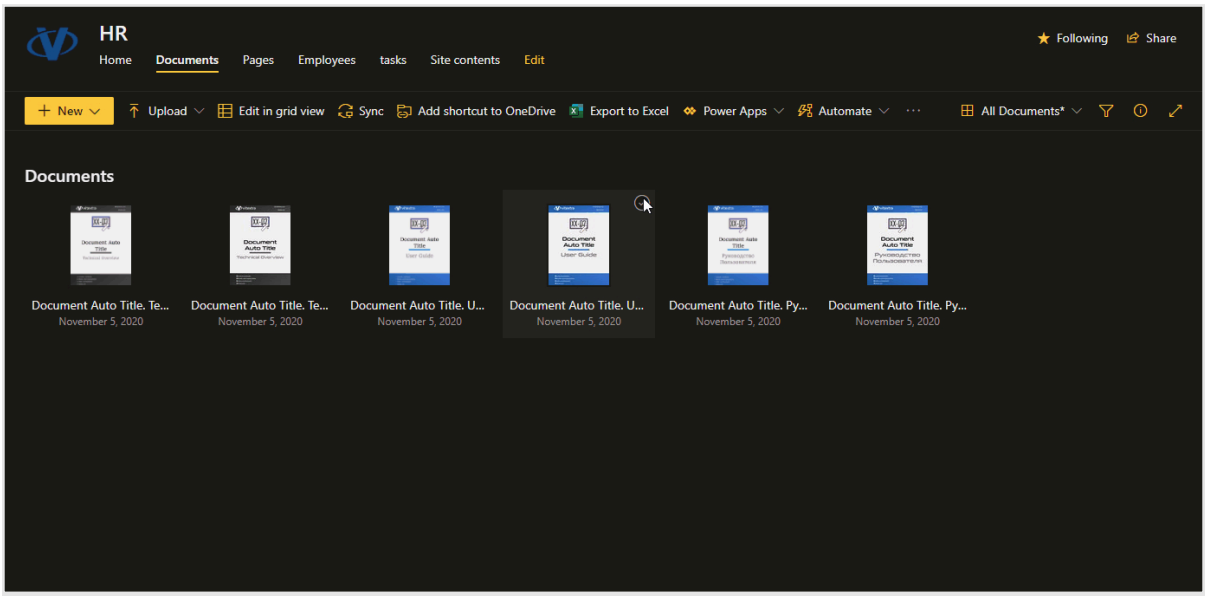
Under the **Apps you can add** heading, select **Vitextra Short URL**.




*Available SharePoint Apps*

It takes a couple of minutes to activate the feature on the site.

Once the app is installed, users can use the extension in all document libraries on the site.




*Create shortened link to a document*

# Terms

**Feature**
A feature is a set of SharePoint elements (artifacts), such as site columns, content types, web parts, application pages, custom actions, list templates, list instances, and others.

**Microsoft 365**
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

**SharePoint**
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

**SharePoint App Catalog**
A special SharePoint site collection that stores SharePoint and Office apps to make them available within the web application where the App Catalog is configured. See also App Catalog.

**Site**
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

**Tenant**
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

**Web Part**

# Terms

A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.