

**KNOWLEDGE BASE ARTICLE**

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# Initial Setup of Short URL Online



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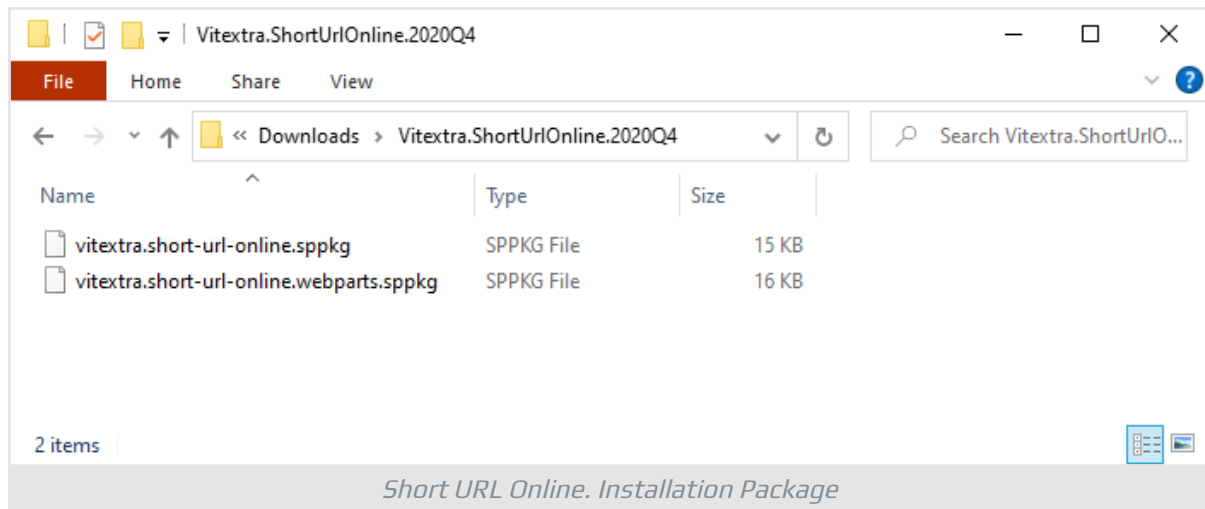
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This article describes how to deploy and set up of [Vitextra Short URL Online](#) in Microsoft 365 tenant.

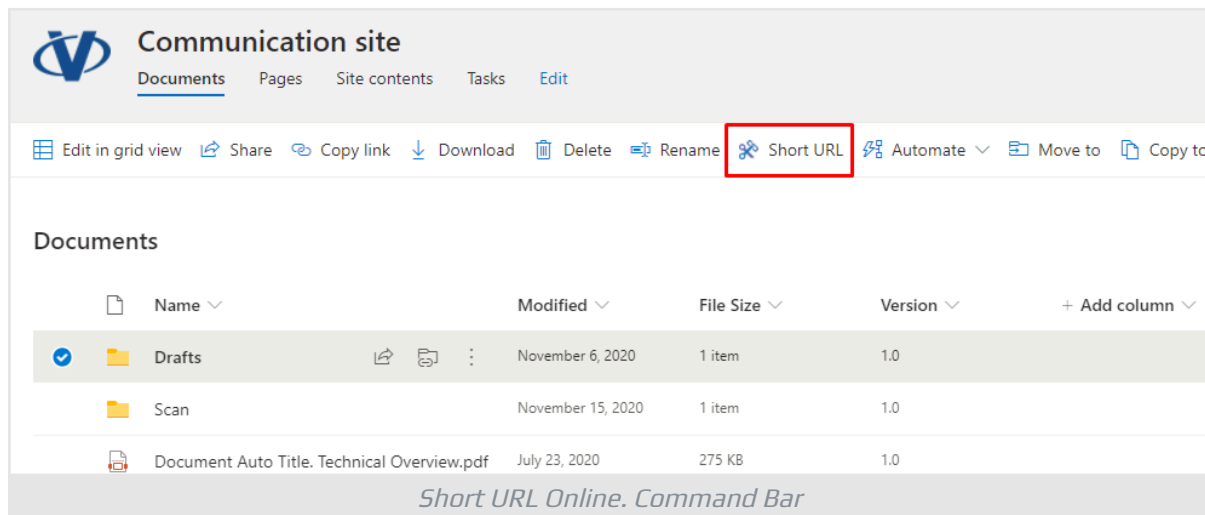
## Installation Package

Short URL Online installation package contains two .sppkg files:

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



**vitextra.short-url-online.sppkg** package contains command bar extension to short URL for document or folder.



### Note

Command bar extension can not be deployed globally. You need to add the app on each SharePoint site where you need to enable the command bar extension.

**vitextra.short-url-online.webparts.sppkg** package contains web part to create shorten link for any content.

Title

New shorten link

Origin URL \*

https://vitextra.sharepoint.com/:w:/r/\_layouts/15/Doc.aspx?sourcedoc=%7BCDD5DCB4-...

Domain \*      URL \*

https://sppro.org/      sales-report

Create

Short URL Online. Web Part

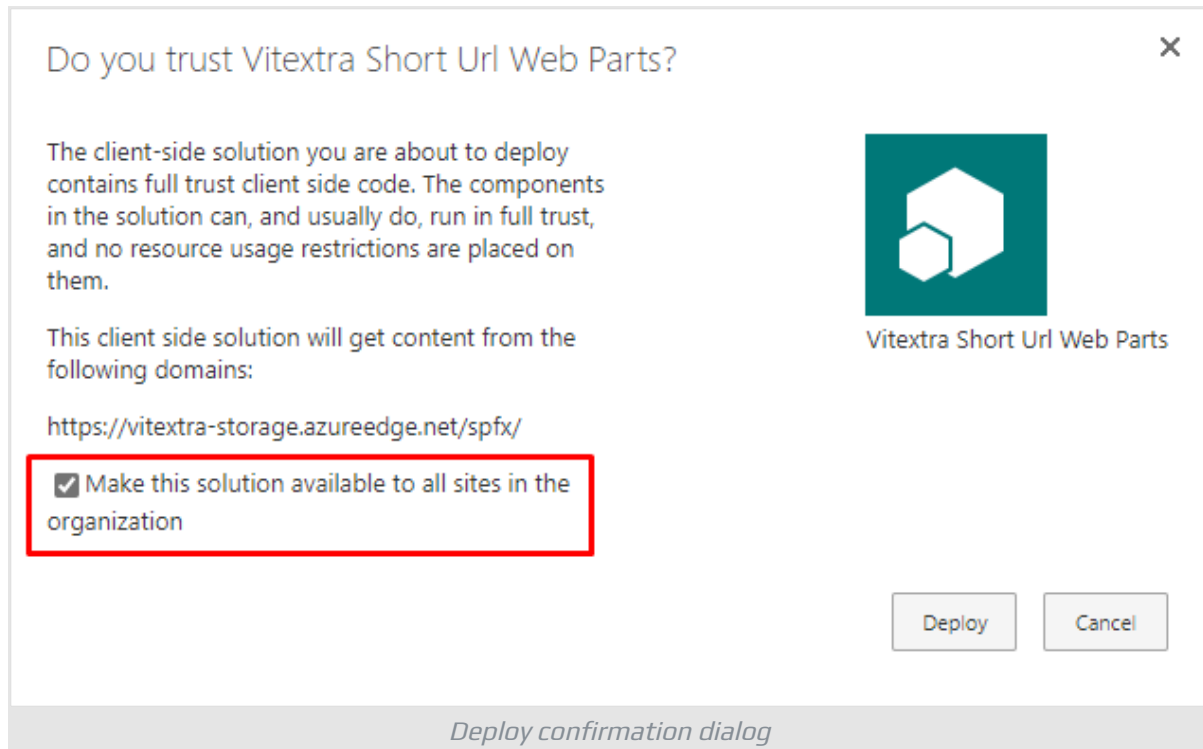
### Note

Short URL web part available immediately once the package is deployed in SharePoint App Catalog.

## Deploy

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

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



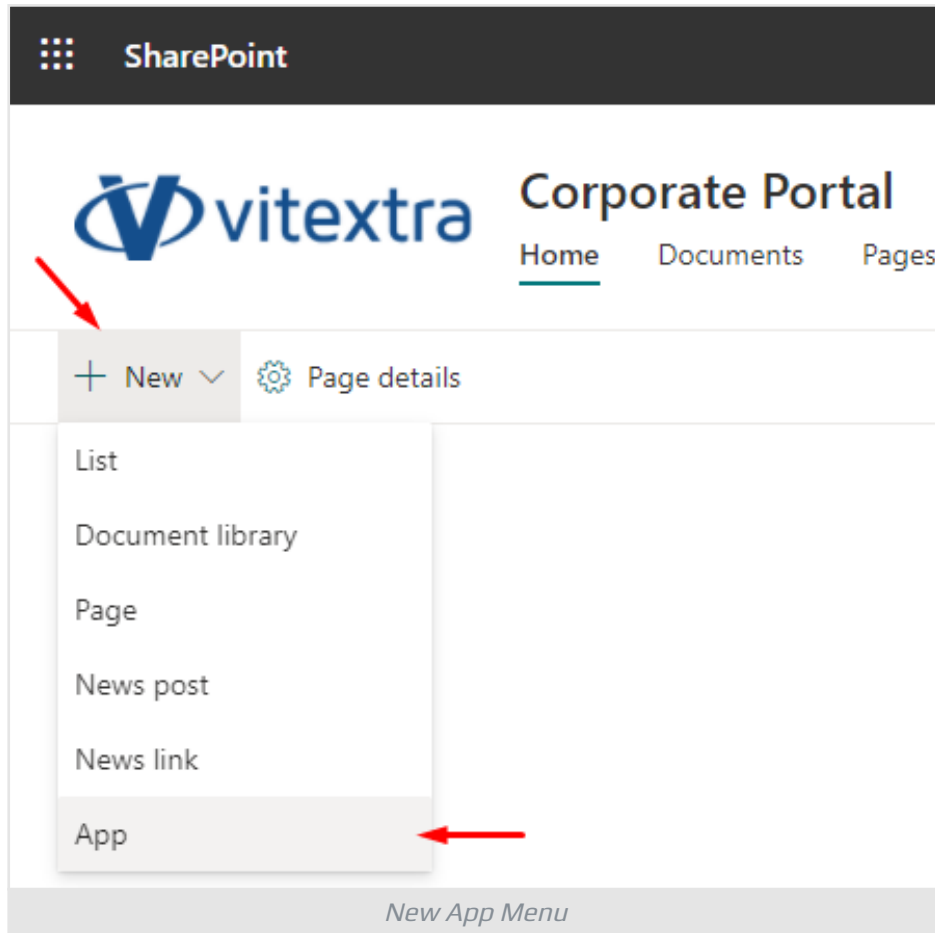
 **Tip**

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

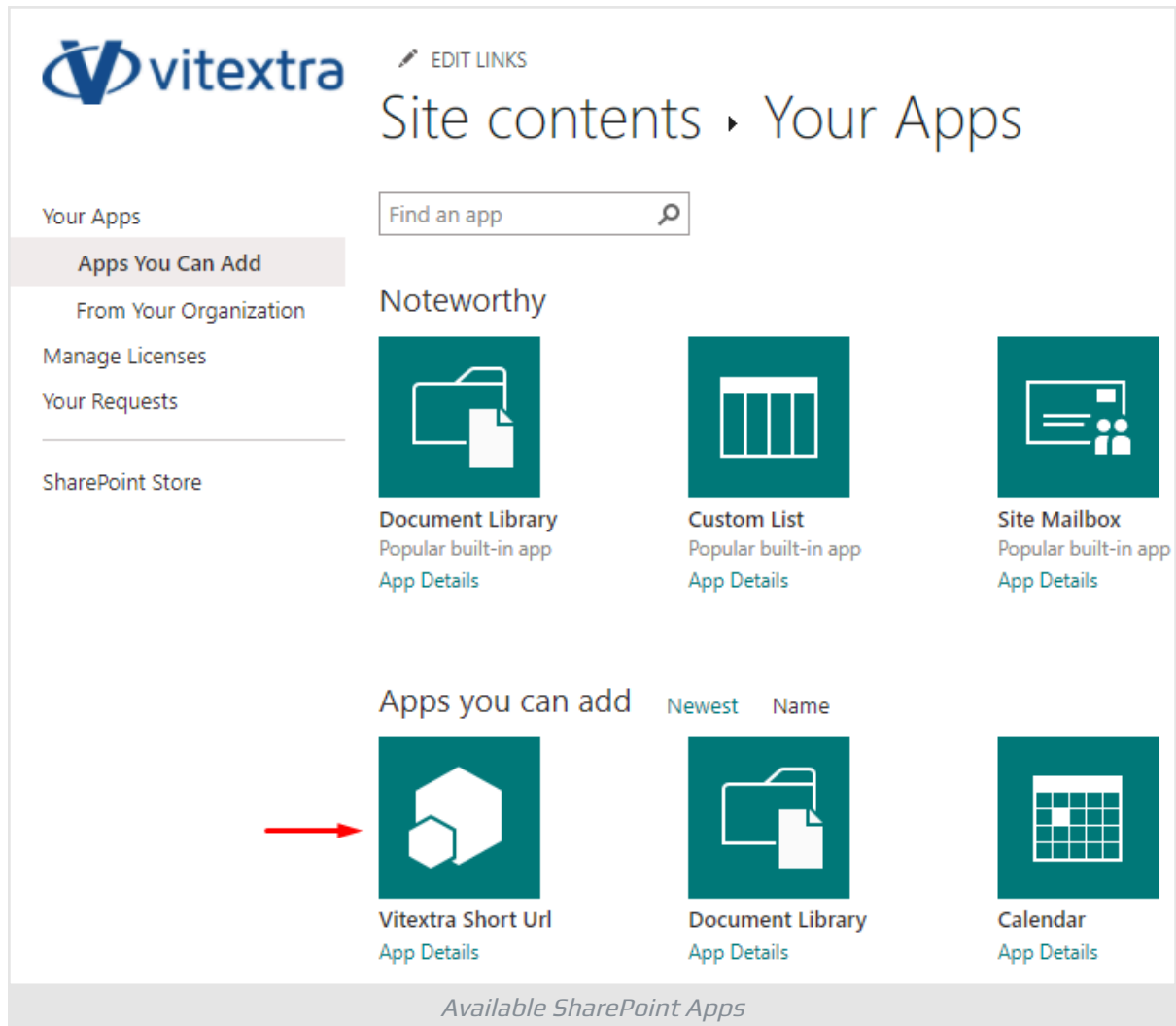
## Command Bar Extension

Short URL command bar extension allows users to create shorten links for any document or folder with a single click. You need to activate this feature on each site where you want to use the Short URL command bar extension.

Select **New - App** on site command bar.



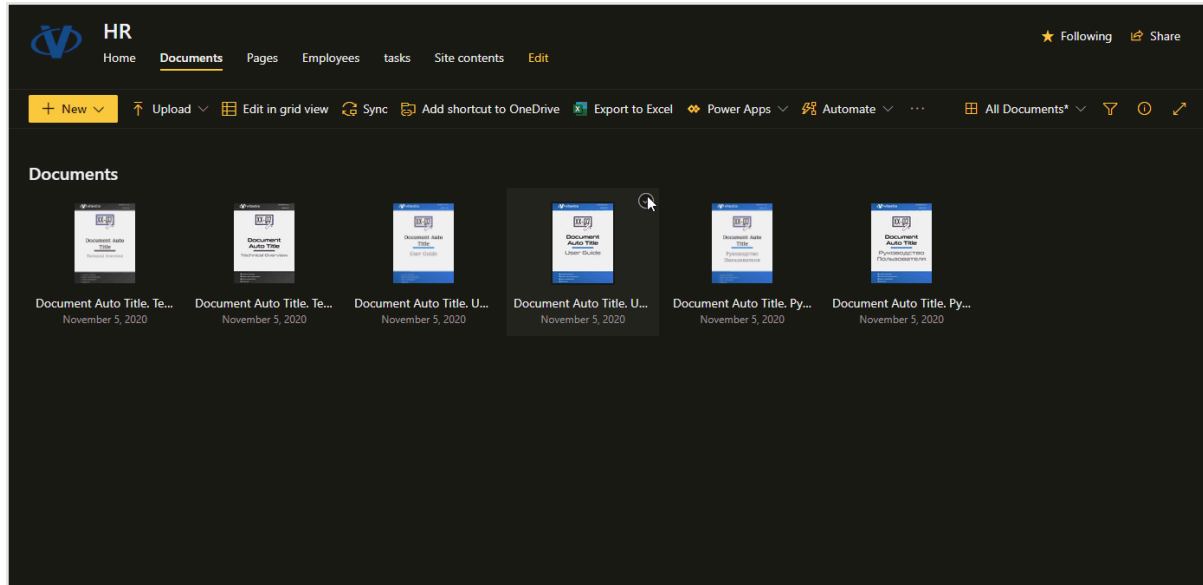
Under **Apps you can add** heading select **Vitextra Short Url**.



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

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





*Create shorten link to a document*