KNOWLEDGE BASE ARTICLE

Deploy and Set Up Vitextra Short URL Online

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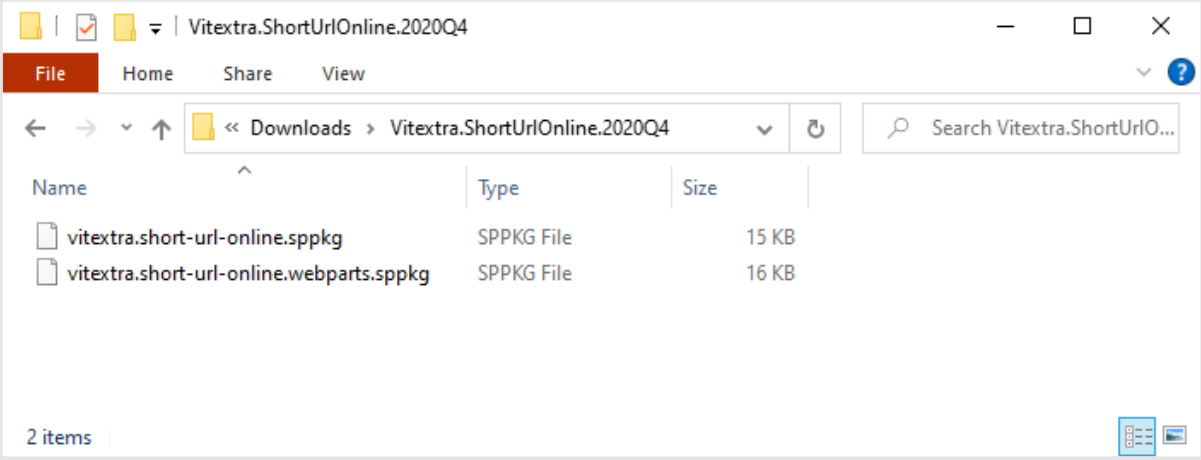
This article describes how to deploy and set up Vitextra Short URL Online in a Microsoft 365 tenant.

Installation Package

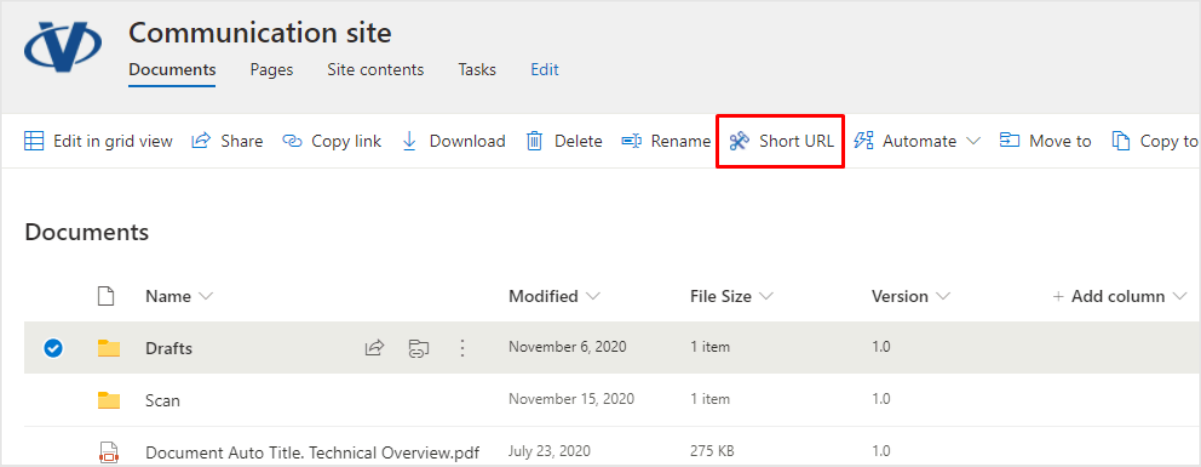
The Short URL Online installation package contains two .sppkg files:

- 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.

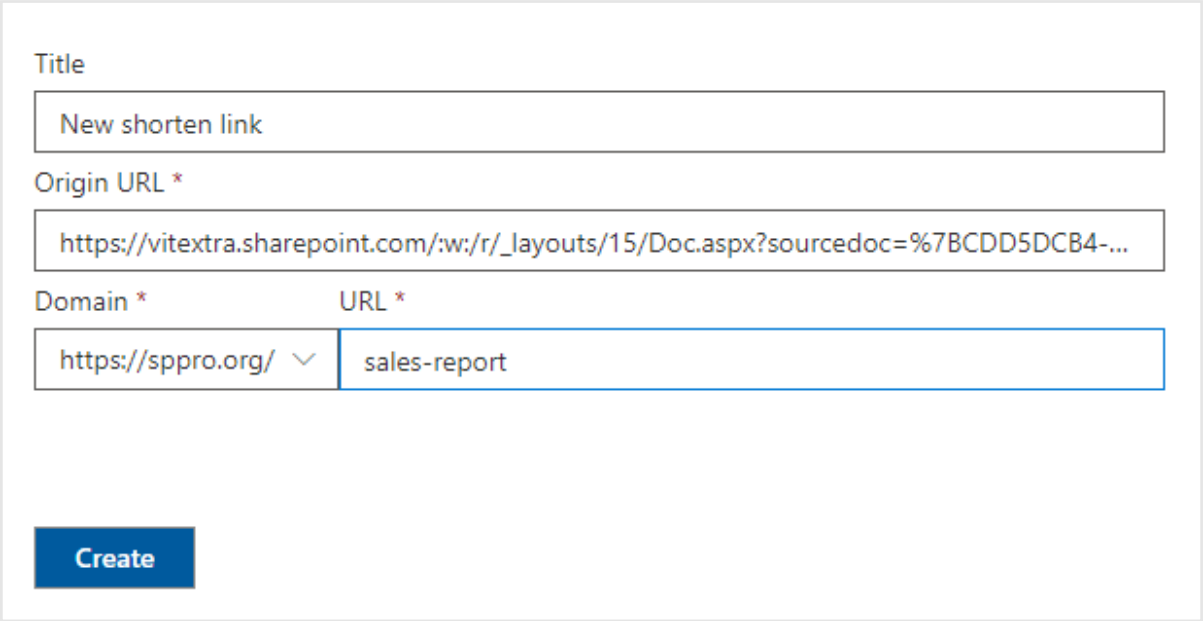


Short URL Online. Command Bar

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

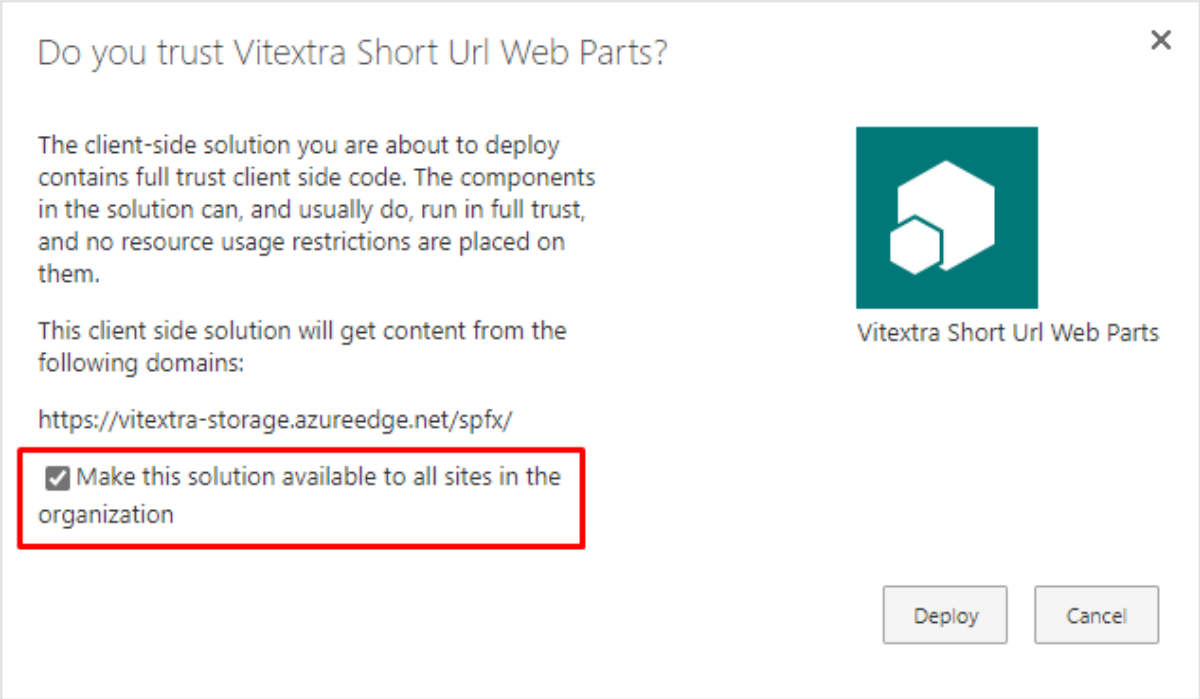
Note

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

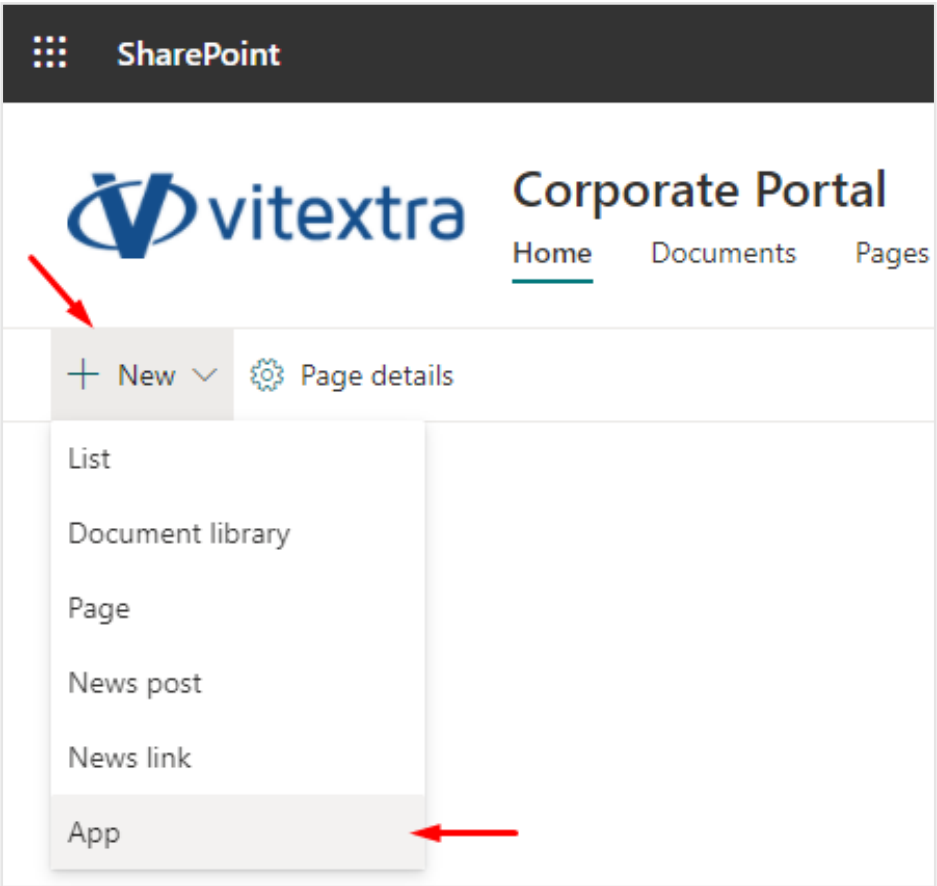
Tip

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

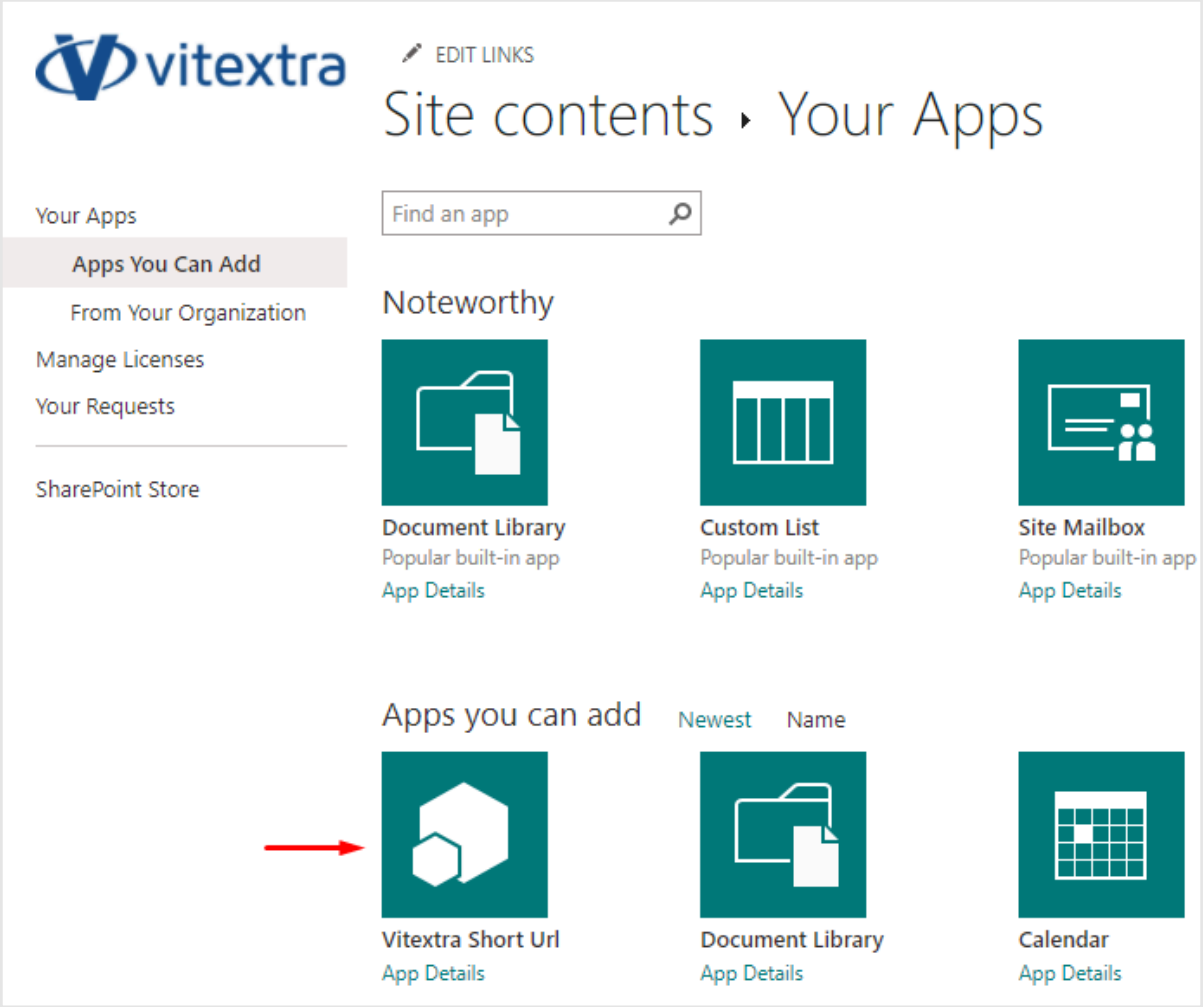
The Short URL command bar extension lets users create shortened links to any document or folder with a single click. You must activate this feature on each site where you want to use the Short URL command bar extension.

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



New App Menu

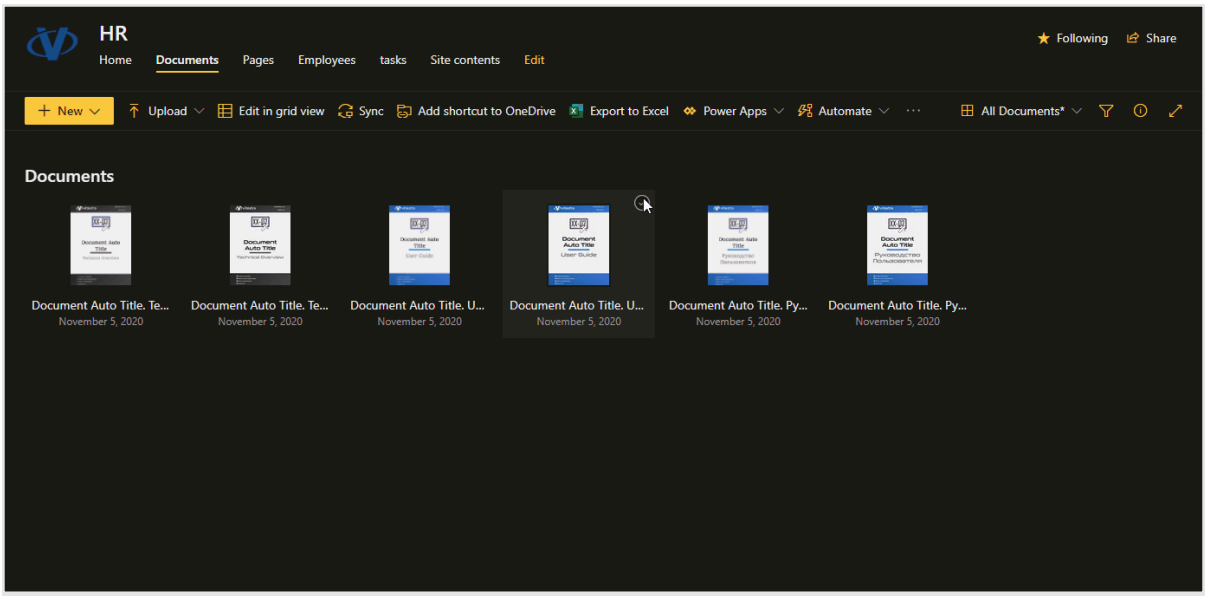
Under the **Apps you can add** heading, select **Vitextra Short URL**.



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