KNOWLEDGE BASE ARTICLE

How to Create a Short Link for a Document or Folder in SharePoint Online

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Introduction

The **Short URL** command in the command bar of a **document library** creates a short link to the selected document or folder. It takes a few seconds: you select an item, open the dialog, copy the link and, if you want, give it a more meaningful name.

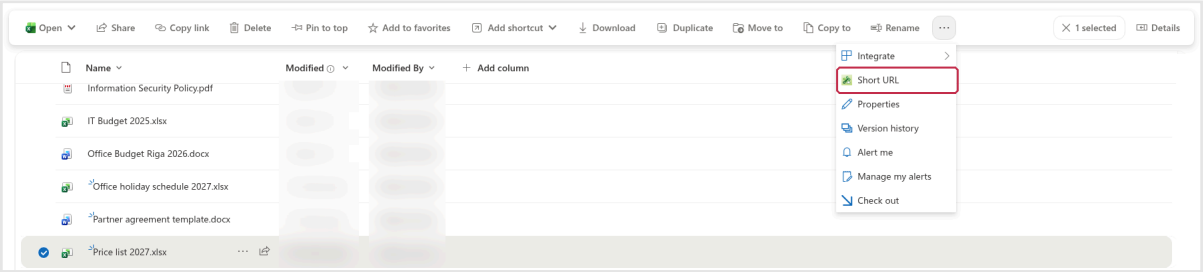
This article explains how to use the command. For an overview of the whole product, see KB10470. Short URL Online. Solution Overview.

Before you begin

- Short URL Online must be deployed in your **tenant** and the **Vitextra Short URL** app must be added to the **site**. If the **Short URL** command is not visible, ask your administrator to follow KB10057. How to Deploy and Set Up Short URL Online.
- The command is available in document libraries.

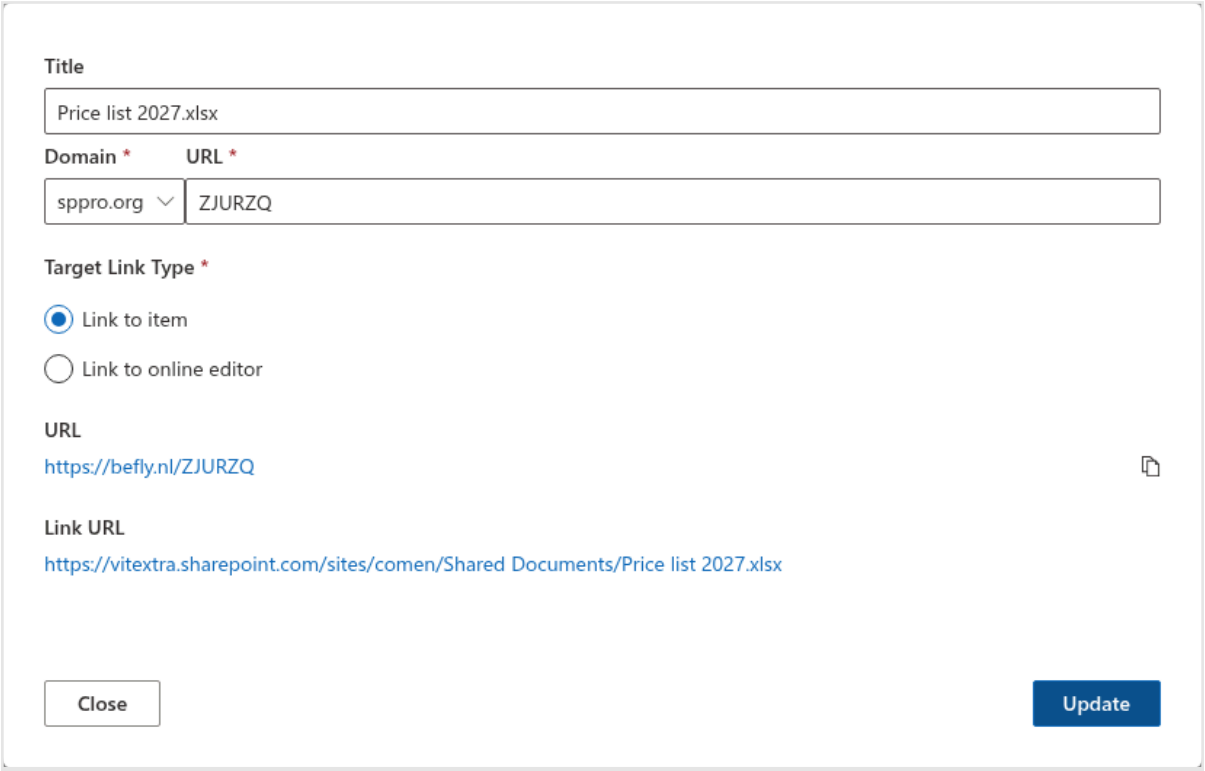
Create a short link

1 Open the document library and select the document or folder that you want to share. Select **one** item only.
2 On the command bar, click **Short URL**.



The Short URL command in the command bar

1 The **Short URL** dialog opens and shows a spinner while the link is loaded. If the item has no short link yet, one is created for it automatically.



The Short URL dialog

1 Click the copy icon next to the short link. The word **Copied** appears briefly to confirm that the link is in the clipboard.
2 Click **Close**, then paste the link into an email, a chat or a document.

Note

The **Short URL** command is visible only when exactly one item is selected. If you select several items, or none, the command is hidden.

Note

If you open the command for an item that already has a short link, the dialog shows that link instead of creating a new one.

Review the link properties

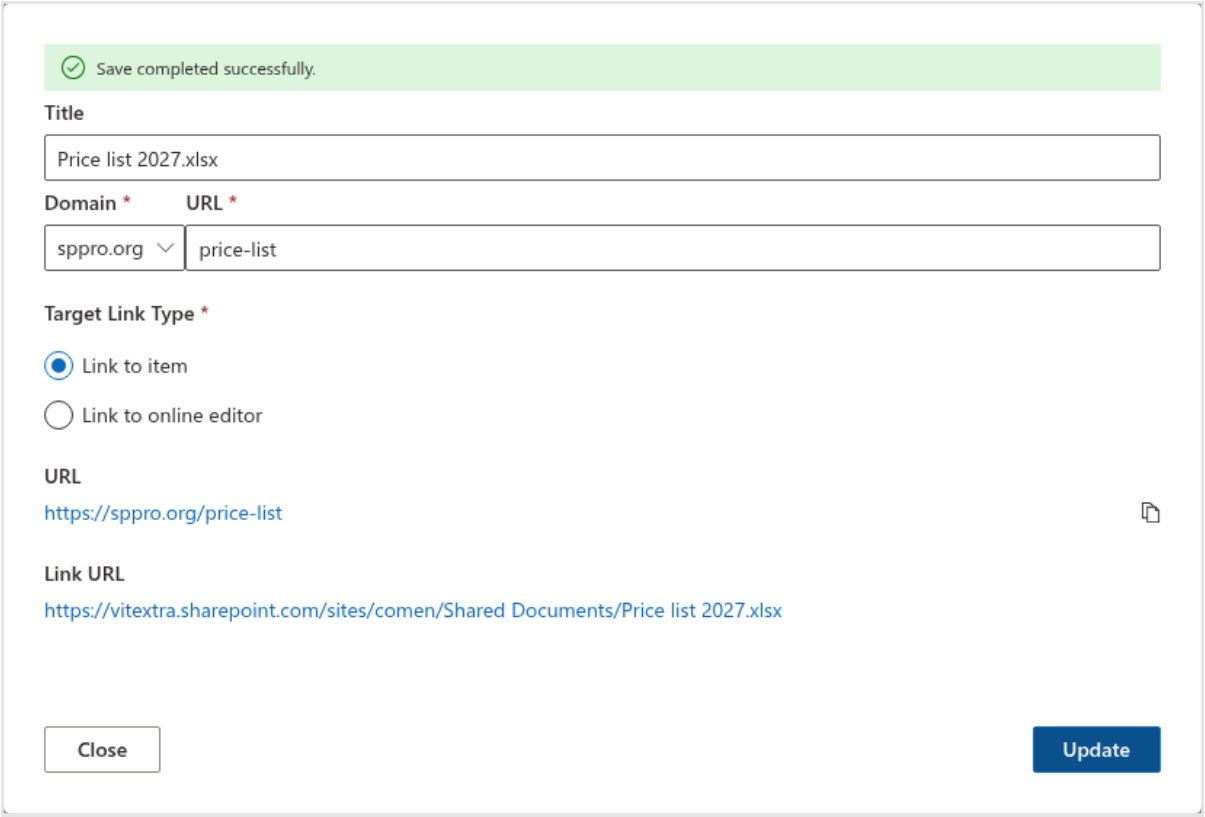
The dialog contains the following fields.

Field	Description
Title	A name that helps you recognize the link in the Short URL Management **web part**.

Field	Description
	By default it is the title or the file name of the item. Up to 300 characters.
Domain	The domain of the short link. See KB10473. How to Choose a Domain and Customize the Short Name of a Link in Short URL Online.
URL	The short name that follows the domain. It is generated automatically and you can replace it. Required, up to 200 characters.
Target Link Type	**Link to item** or **Link to online editor**. See KB10472. Link to Item vs. Link to Online Editor: Choosing the Target Link Type in Short URL Online.
URL	The resulting short link, with a copy button. It opens in a new browser tab when you click it.
Link URL	The full address of the item that the short link leads to.

Change the short link

1 In the **URL** field, type a new short name, for example `price-list`.
2 If needed, change the **Title**, the **Domain** or the **Target Link Type**.
3 Click **Update**. The message **Save completed successfully.** appears and the **URL** field shows the new link.



The dialog after saving the changes

Warning

The short name must be unique. If the name is already taken, the **URL** field shows the message **This name already exists. You must specify a unique name.** Choose a different name and click **Update** again. If you leave the **URL** field empty, it shows **This field is required**.

Warning

The short link consists of the domain and the short name, so changing either of them changes the link itself. Anyone who already received the previous link should be sent the new one.

What if the dialog shows an error

If the short link cannot be loaded or created, the dialog shows an error message that begins with **The following error occurred:** and only the **Close** button. Close the dialog and try again. If the problem persists, see KB10365. Why Does a Vitextra Web Part Show "We Hope You Enjoyed Your Free Trial"? License Messages and Fixes to rule out

a license issue.

Tip

To see all the short links that you and your colleagues have created, and to delete the ones you no longer need, use the Short URL Management web part. See KB10474. How to Add and Configure the Short URL Management Web Part.

Terms

Document Library
A special type of list that stores files, folders, and information about them. Like a list, a document library can contain personal or shared views, item-level permissions, and so on.

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
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.