KNOWLEDGE BASE ARTICLE

How to Choose a Domain and Customize the Short Name of a Link in Short URL Online

2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table of contents

Introduction 4

Choose a domain 4

Set the short name 4

Preview of the full link 5

When the name is already taken 5

Change the domain or the name of an existing link 5

Terms 7

Introduction

Every short link created with Short URL Online has two parts: a **domain** and a **short name**. For example, in `https://sppro.org/price-list` the domain is `sppro.org` and the short name is `price-list`. You can set both whenever you create or edit a link, in the **Short URL** dialog, in the **Short URL web part** and in the edit panel of the **Short URL Management** web part.



The Domain drop-down and the URL field

Choose a domain

1 Open the **Domain** drop-down. In the **Short URL** dialog and the **Short URL** web part it lists **sppro.org** and **befly.nl**; in the **Short URL Management** edit panel the **list** is loaded from the Short URL service.
2 Select the domain you want. The domain is required.

The default domain in the **Short URL** dialog and in the **Short URL** web part is **sppro.org**. In the edit panel of the **Short URL Management** web part, a new link starts with the first domain in the list.

Note

The domains are provided by Vitextra, not by **SharePoint**, so they are the same on every **site** of your **tenant**.

Set the short name

The short name is entered in the field labeled **URL** in the **Short URL** web part, in the dialog and in the Management edit panel. The field is required. In the dialog and in the edit panel it accepts up to 200 characters.

- In the **Short URL** dialog for a document, a short name is generated for you; you can overwrite it.
- In the **Short URL** web part and in **Short URL Management**, you type the short name yourself.

Choose a name that is easy to say and remember, for example `hr-policy`, `price-`

`list` or `onboarding`.

Tip

Use lowercase letters, digits and hyphens. Avoid characters that have a special meaning in web addresses, such as `?`, `#`, `/` and `&`.

Preview of the full link

After a link is saved, the **Shortened URL** (in the **Short URL** web part) or the **URL** (in the dialog) shows the complete address, which is the domain followed by the short name. It is a regular hyperlink, with an icon to copy it to the clipboard.

When the name is already taken

Short names must be unique. If you enter a name that is already in use, saving fails and the field shows **This name already exists. You must specify a unique name.** Enter a different name and save again. In the **Short URL Management** edit panel, the same message appears in the red message bar above and below the form.

Warning

If you leave the short name empty, the form shows **This field is required** and the link is not saved. The same applies to the original address.

Change the domain or the name of an existing link

1 Open the link for editing: use the **Short URL** command for a document, or select the link in the **Short URL Management** web part and click **Edit**.
2 Select another **Domain** or type a new short name.
3 Click **Update**.

The message **Save completed successfully.** confirms the change, and the full address that is shown reflects the new domain and name.

Warning

The domain and the short name together form the link. When you change either of them, the link that you shared earlier is no longer the link of this item. Redistribute the new link if the old one has been published.

See also: KB10474. How to Add and Configure the Short URL Management Web Part.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

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.

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.