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KNOWLEDGE BASE ARTICLE

How to Add the Short URL Web Part to a Page

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Introduction

The **Short URL web part** turns any web address into a short link without leaving **SharePoint**. Unlike the **Short URL** command, which works on documents and folders in a library, the web part accepts any address: a SharePoint page, a Teams link, a document stored elsewhere, or an external **site**.

Before you begin

- The **vitextra.short-url-online.webparts.sppkg** package is deployed to the **App Catalog**. See KB10057. How to Deploy and Set Up Short URL Online.
- You have permission to edit the page.

Add the web part to a page

1 Open the SharePoint page and click **Edit**.
2 Click **+** (**Add a new web part**) at the place where you want the web part.
3 Type **Short URL** in the search box and select the **Short URL** web part.
4 Optionally click the **Web Part Title** area and type a title, for example **Shorten a link**.
5 Click **Publish** (or **Republish**).



The Short URL web part

Note

The Short URL web part can be added to a section of a modern page. It cannot be placed on a full-width **app page** and does not support the classic SharePoint pages.

Create a short link

1 In **Title**, type an optional name for the link. It helps to recognize the link later in the Short URL Management web part.
2 In **Origin URL**, enter the address that you want to shorten. The field is required; the placeholder shows the expected format, `https://vitextra.com`.

3 In **Domain**, select the domain of the short link.
4 In **URL**, type the short name. The field is required.
5 Click **Create**.

The button shows a clock icon while the link is being created. When it is done, the message **Save completed successfully.** appears, and the **Shortened URL** field shows the new link with a copy icon.

1 Click the copy icon. The word **Copied** appears briefly. Paste the link where you need it.

Change the link you just created

After the link is created, the **Create** button becomes **Update**. If you change the **Origin URL**, **Domain** or **URL** and click **Update**, the same link is changed; no new link is created.

Warning

The web part does not remember the link after you close or reload the page. To change or delete a link later, use the **Short URL Management** web part. See KB10474. How to Add and Configure the Short URL Management Web Part.

Messages

Message	Meaning
This field is required	**Origin URL** or **URL** is empty.
This name already exists. You must specify a unique name.	The short name is taken. Choose another one. See KB10473. How to Choose a Domain and Customize the Short Name of a Link in Short URL Online.
The following error occurred: followed by a text	The Short URL service returned another error. Try again; if it persists, contact Vitextra support.

Tip

To shorten a document or folder from a library, use the **Short URL** command instead; it fills in the address and the title for you. See KB10471. How to Create a Short Link for a Document or Folder in SharePoint Online.

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

App Page
An app page in SharePoint Online is a specialized type of page designed to host a single web part or app. It provides a focused, full-page experience dedicated to a specific functionality, allowing the app to use the entire page space without other distractions. This layout is ideal for scenarios requiring a large amount of data display or complex interactions, such as dashboards, data entry forms, or detailed reports.

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.

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.