KNOWLEDGE BASE ARTICLE

How to Copy and Open a Short Link in Short URL Online

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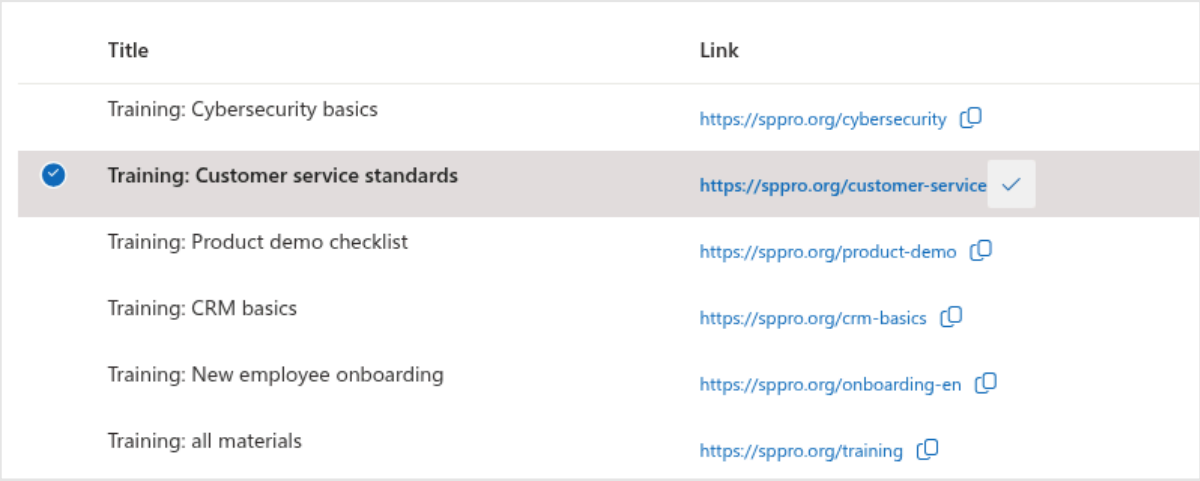
Introduction

A short link is useful only when it reaches the people you want to share it with. Short URL Online lets you copy a link with one click everywhere it is displayed, and open it in a new browser tab to check where it leads. This article describes the three places where you can do this.

In the Short URL Management list

In the **Link** column, each row shows the complete short link.

- Click the link text to open the short link in a new browser tab.
- Click the copy icon (**Copy to Clipboard**) next to the link. The icon briefly changes to a check mark, which confirms that the link is in the clipboard.



Copying a link from the list

Note

If the link text is too long for the column, it is truncated with an ellipsis. Hover over it to see the full link in a tooltip, or widen the column by dragging the edge of its header.

In the Short URL dialog (documents and folders)

After you click **Short URL** on the command bar of a **document library**, the dialog shows the **URL** field with the full link and a copy icon. Click the icon: the word **Copied** appears briefly next to it. The **Link URL** below shows the address that the short link leads to; click it to open the target in a new tab.

For the full procedure, see KB10471. How to Create a Short Link for a Document or

Folder in SharePoint Online.

In the Short URL web part

When a link is created or updated in the **Short URL web part**, the **Shortened URL** field shows the new link with a copy icon. Click the icon to copy the link; the word **Copied** appears for a moment. Click the link to open it in a new tab.

For details, see KB10475. How to Add the Short URL Web Part to a Page.

What gets copied

The copy button copies the complete short link: the domain followed by the short name, for example `https://sppro.org/price-list`. It does not copy the title or the target address.

Check that a link works

Open the short link in a new tab and make sure it leads to the expected page. If the link is for a **SharePoint** document, the person who opens it must have access to that document in SharePoint.

Tip

If you have just changed the short name or the domain of a link, copy the link again from the **list**. The link that you copied earlier no longer matches the edited link.

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.

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.

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.