KNOWLEDGE BASE ARTICLE

Short URL Management: A Quick Guide for End Users

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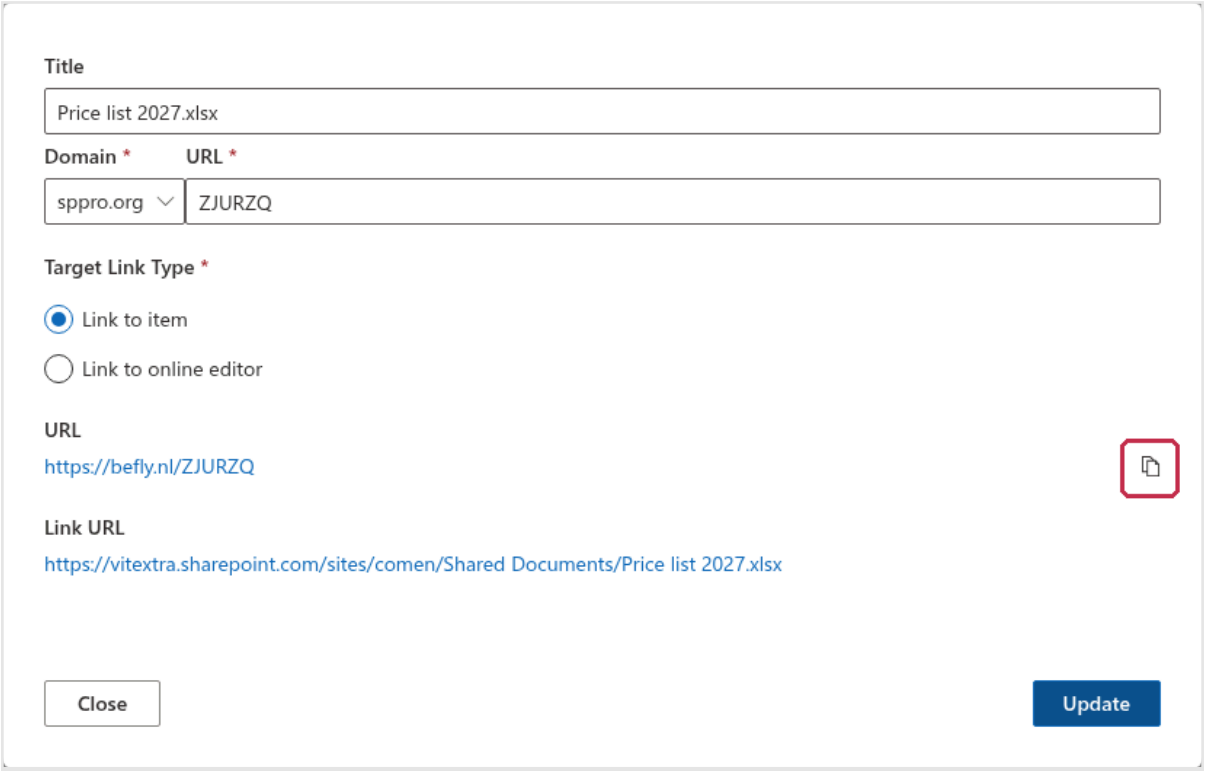
What you can do

Short URL Online turns long **SharePoint** addresses into short links that are easy to read, type and share. This guide gives you the shortest route to each everyday task. Every step links to a detailed article.

Shorten a document or folder

1 Open a **document library** and select one document or folder.
2 Click **Short URL** on the command bar.
3 Optionally change the **Title**, **Domain** and the short name in the **URL** field, then click **Update**.
4 Click the copy icon next to the **URL** and paste the link where you need it.

More: KB10471. How to Create a Short Link for a Document or Folder in SharePoint Online.



Copying the short link of a document

Shorten any web address

1 Open the page that contains the **Short URL web part**.
2 Enter the **Origin URL** and a short name in **URL**, choose a **Domain** and click **Create**.
3 Click the copy icon next to the **Shortened URL**.

More: KB10475. How to Add the Short URL Web Part to a Page.

Find a link

1 Open the page that contains the **Short URL Management** web part.
2 Type part of the title or of the link into the search box.
3 Click the **Title** or **Created** header to sort the **list**, and use the buttons at the bottom to change pages.

More: KB10476. How to Find, Sort and Page Through Short Links in Short URL Management.

Copy or open a link

In the **Link** column, click the link to open it in a new tab, or click the copy icon next to it to copy it.

More: KB10478. How to Copy and Open a Short Link in Short URL Online.

Change or delete a link

- To change a link, select it, click **Edit**, change the fields and click **Update**.
- To delete one or more links, select them, click **Delete** and confirm.

More: KB10477. How to Edit and Delete a Short Link in Short URL Management.

Warning

A short name must be unique. If you see **This name already exists. You must specify a unique name.**, choose another name. A deleted link stops working, so delete only the links that nobody needs any more.

Tip

If you do not see the **Short URL** command in a library, or the web parts on a page, ask your administrator to deploy Short URL Online; see KB10470. Short URL Online. Solution Overview.

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.