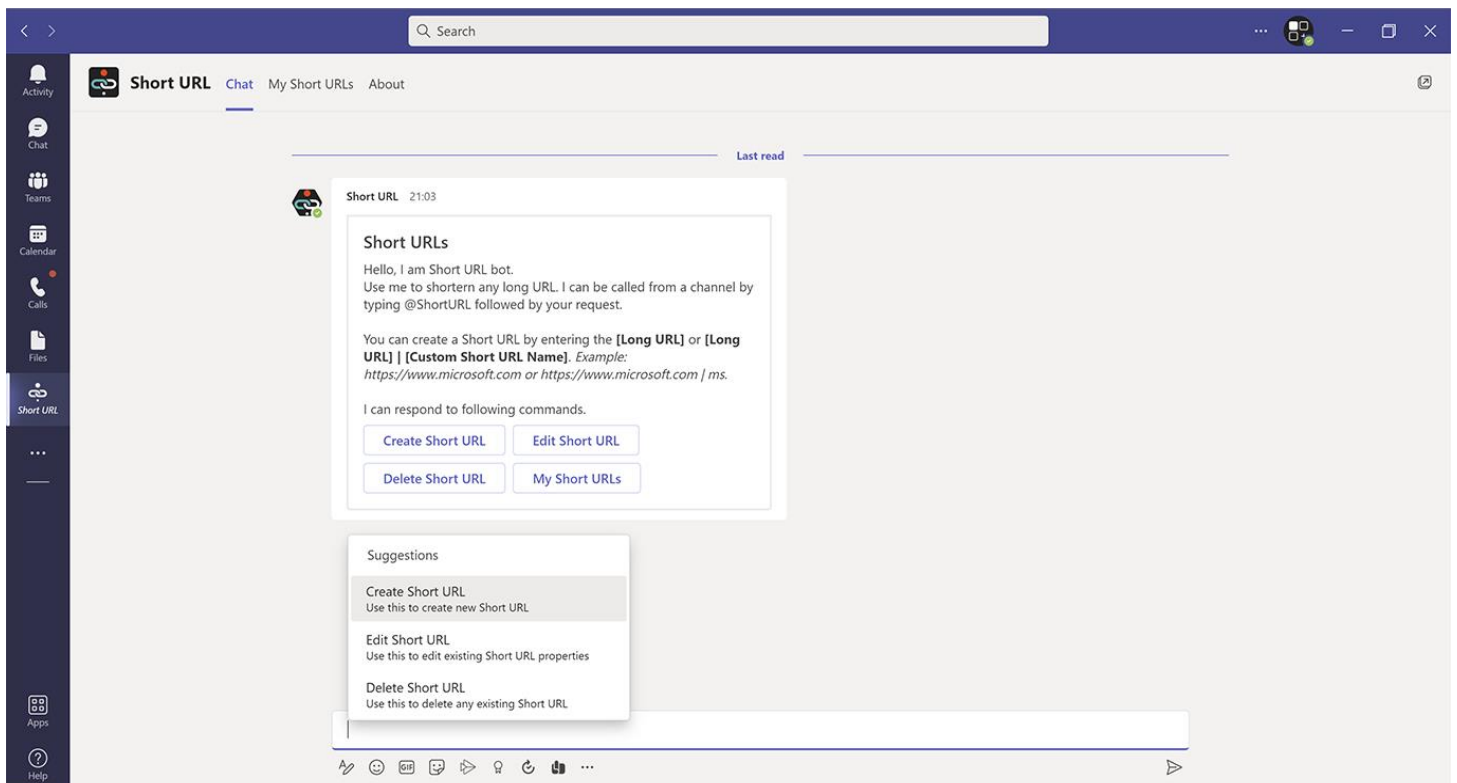




INSTALLATION AND CONFIGURATION MANUAL



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SHORT URL

Version History Change Record

Date	Author	Version	Change reference
2022, April	APPS 365 LTD	2.0	Initial Release of Short URL App for Microsoft Teams.

Current Version of Short URL App for Microsoft Teams Online

Name	Version Approved	Compatibility	Date
Short URL (Short Links, Tiny URL)	APPS 365 LTD (V2.0)	Microsoft Teams	2022, April

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Introduction

Short URL App for Microsoft Teams allows the creation and use of vanity and shortcut hyperlinks within the Microsoft Teams. Too often and especially with large complex installations, the structure of a Microsoft Teams site collection or Microsoft Teams Channels can lead to enormously long hyperlinks, which makes for ugly and error prone hyperlinks.

For example, compare the following hyperlink to a Microsoft Teams Channel:

<https://teams.microsoft.com/l/channel/19%3a7562ca955324388884d9168905%40thread.tacv2/General?groupId=00f079a2-6630-4712-9d42-b810f8154202&tenantId=d0da7ffb-d2c2-44d4-8821-c7335578476>

When you use **Short URL App**, it can also be shortened to:

<https://yoursite/channel> (*Ultimate License*)

The **Short URL App** provides you with a choice of sensible, secure named Domains from which to create **Short URLs**. You can define which domain is used as the default within your Microsoft Teams environment and each of these separate Domains will also work for any **Short URL** created against the default instance. Thus, you can share any of the Domains with your **Short URL** and they will work!

Short URL App Domains:

<https://surl.link> | <https://surl.ms> | <https://officeurl.com> | <https://sharepointurl.com>

Depending on the License Type and App Key the **Short URL App** works as detailed below;

Free Microsoft Teams Online App License:

Short URL App is available for Free on the Office Store as a Microsoft Teams App and on installation allows users to create auto generated **Short URLs** for any content, as below;

<https://surl.link/autoShort URL>

<https://surl.ms/autoShort URL>

<https://officeurl.com/autoShort URL>

<https://sharepointurl.com/autoShort URL>

Standard / Enterprise License (Free Trial allows creation of 5 Short URLs):

To enable your **Short URL App** to generate custom **Short URLs** unique to your organization an App Key is required. The process to registering your Username/Subdomain is simple and fast (see *Register Short URL App Key (Create Custom Short URLs)*). Once you have registered for a **Short URL App Key** you will be able to activate custom **Short URLs** as below;

<https://comany.surl.link/customShort URL>

SHORT URL

<https://comany.surl.ms/customShort URL>

<https://comany.officeurl.com/customShort URL>

<https://comany.Microsoft Teamsurl.com/customShort URL>

Ultimate License:

The **Short URL App** Ultimate License provides your own Custom Domain with all the great features and a professional presence for your organisation.

<https://comany.link/customShort URL>

A Short URL makes emailing the link, putting it into documents or even saying it over the phone much simpler and less error prone. Using **Short URL App for Microsoft Teams** a shortened hyperlink can be created to any Page, List Item, Document, View and to any external Url within Microsoft Teams. Detailed Statistics are provided for each **Short URL**.

With **Short URL App** you can create **Short URLs** directly from Microsoft Teams. If a **Short URL** has already been created, you can instantly copy to the clipboard, email the link directly (the link will be opened in your email client), Share via QR Code and other Social Sharing options. **Short URLs** are stored in a regular Microsoft Teams List (named '**Short URL**') that is located in each Site that the **Short URL App** is installed. All **Short URLs** are processed on our Secure Servers, meaning we handle the resource load externally from Microsoft Teams.

SHORT URL

Short URL App Benefits and Features

One of the great selling points of Microsoft Teams for an organisation is the ability to keep documents and information centrally and the supporting mechanism for this is to send hyperlinks to colleagues and clients. By having a cleaner way to manage lengthy hyperlinks, you will gain a very significant productivity improvement with minimal effort or expense.

- 📱 Microsoft Teams App.
- 📱 Easy to install, tightly integrated with Microsoft Teams.
- 📱 Create **Short URLs** for any Team, Channel, Tab, Document, View, External links.
- 📱 Unlimited Shortened Hyperlinks (license required).
- 📱 Easy access via Microsoft Teams Bot.
- 📱 Date expiry for short lived Hyperlinks.
- 📱 Select Redirect Type (301 and 307) for **Short URL**.
- 📱 Detailed **Short URL** Statistics (Countries, Top Referrers, Browsers and Operating Systems).
- 📱 QR Code for **Short URLs**.
- 📱 Password Protected **Short URLs**.
- 📱 Set Total Uses for **Short URLs**.
- 📱 Short URL App Key works with Microsoft Team, SharePoint and Power Automate.
- 📱 Simple - Very easy to use, no training - Improves productivity!
- 📱 Choice of secure (https://) domain to use.
surl.link | surl.ms | Microsoft Teamsurl.com | officeurl.com)

Short URL App for Microsoft Teams Installation

Installing Short URL App for Microsoft Teams

Installation of **Short URL** is a simple affair and is done as any other App from the Microsoft App Source.

To download the Free App, search the Microsoft Office Store for **Short URL (Short Links, Tiny URL)** and follow the App installation instructions provided.



Configuration of the Short URL App

The **Short URL App** for **Microsoft Teams** will work on Installation as Trial version. The Trial will allow a maximum of 3 Short URLs to be created and no allow custom named Short URLs.

Register Short URL App Key (Create Custom Short URLs)

If you would like to enable your **Short URL App** to generate custom **Short URLs** unique to your organization an App Key is required. The process for registering your Username/Subdomain is simple and fast;

Step-1:- Visit https://www.Short_URLApp.com/members/index.php?page=join and register for your Free Trial.

Step-2:- Complete the Account creation process and Sign into the Members Area to register your App Key.

Step-3:- Once signed in to the Members select click on the Available Downloads / App Key.

Step-4:- Input the required Username/Subdomain, your Tenant ID and click REGISTER.

Step-5:- select the default Domain of choice and click Save.

On Save the Domain of choice will be appended to the Username and you will now be able to create custom **Short URLs** within your Microsoft Teams environment.

SHORT URL

To upgrade to a paid for version with unlimited **Short URL** creation do so via your [Short URLApp.com Secure Members Area](#).

Short URL App for Microsoft Teams Uninstallation

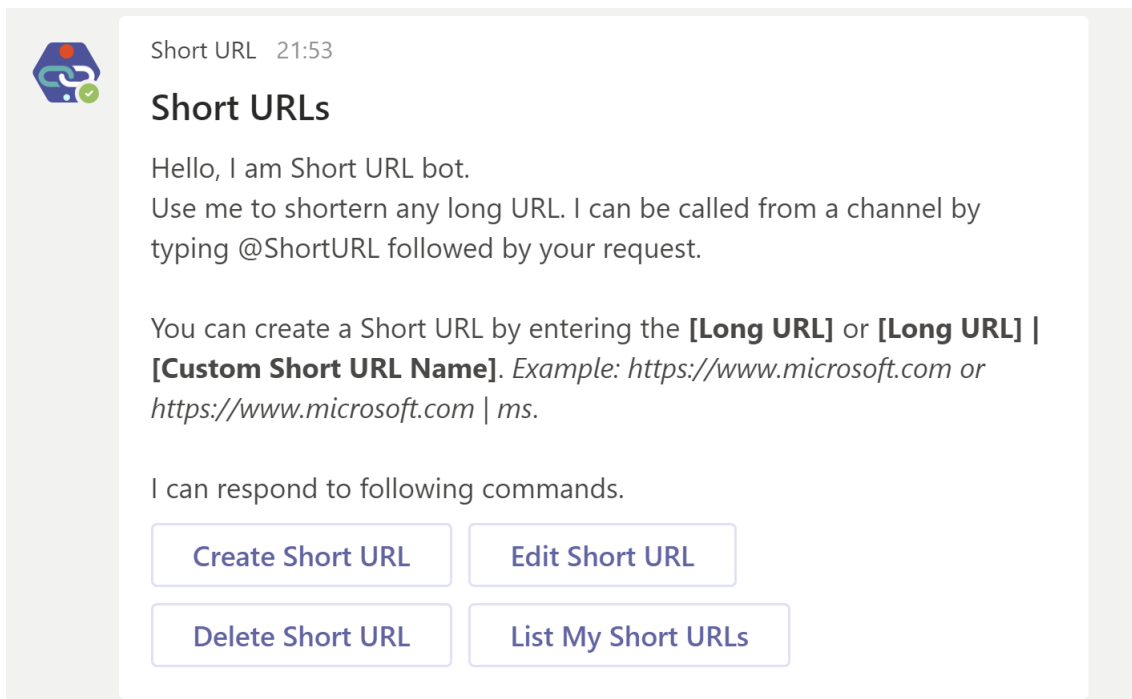
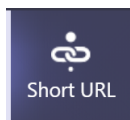
To uninstall the **Short URL App for Microsoft Teams**:

Locate **Short URL App** and remove.

Short URL App for Microsoft Teams Usage Instructions

Accessing and Managing Short URLs

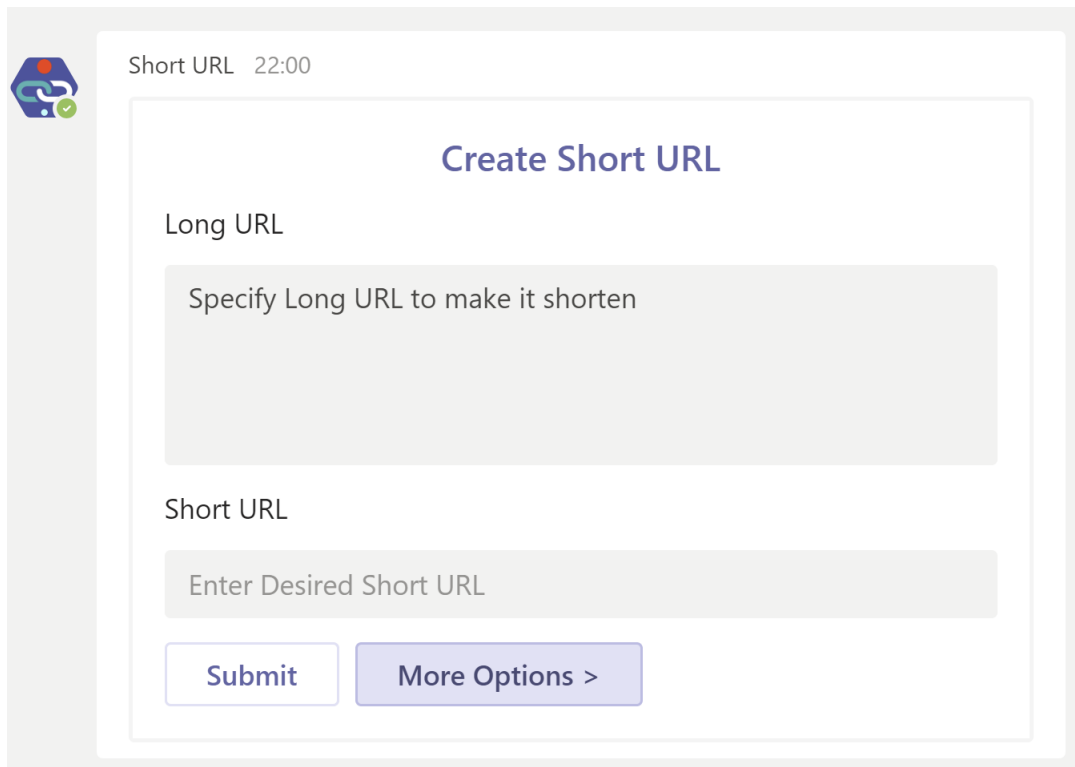
The **Short URL App for Microsoft Teams** allows users to create and manage **Short URLs** via interacting with the Short URL Bot. On Installation, the **Short URL App** will be available in the app launcher.



How to Create a Short URL

You can create a **Short URL** by entering the `[Long URL]` or `[Long URL] | [Custom Short URL Name]`.
Example: `https://www.microsoft.com` or `https://www.microsoft.com | ms`.

You can also use the simple interface.



* The following rules apply for using special characters with **Short URLs**;

- **Short URL** names must have no special characters and spaces only "-" and "_" are allowed and can be used instead of a space.
- "-" and "_" are allowed.
- Special characters such as "&", "?", "/" and "#" are not allowed.

Each **Short URL** provides **Short URL** specific settings.

- **Long URL (Full URL to the destination link)** - The Full URL.
- **Short URL Name** - The **Short URL**, this is auto generated and can be made custom with an App Key.
- **Max Uses** – Set the Total Uses, how many times the Short URL can be used. This is optional and not set by default (0 = Unlimited).
- **Password** - Set a Password for the **Short URL**. When the **Short URL** is clicked an access restricted page will prompt for the Password before the destination link is accessed. This is optional and not set by default.
- **Short URL Expiry Date** - Set an Expiry Date for the **Short URL**. After the Expiry Date the link will no longer work. This is optional and not set by default.
- **Redirect Type** - Set the Redirect Type (301 or 307) for the **Short URL**. 301 (Moved Permanently) is not set by default.

Click 'Submit' to create a **Short URL** with the required settings.

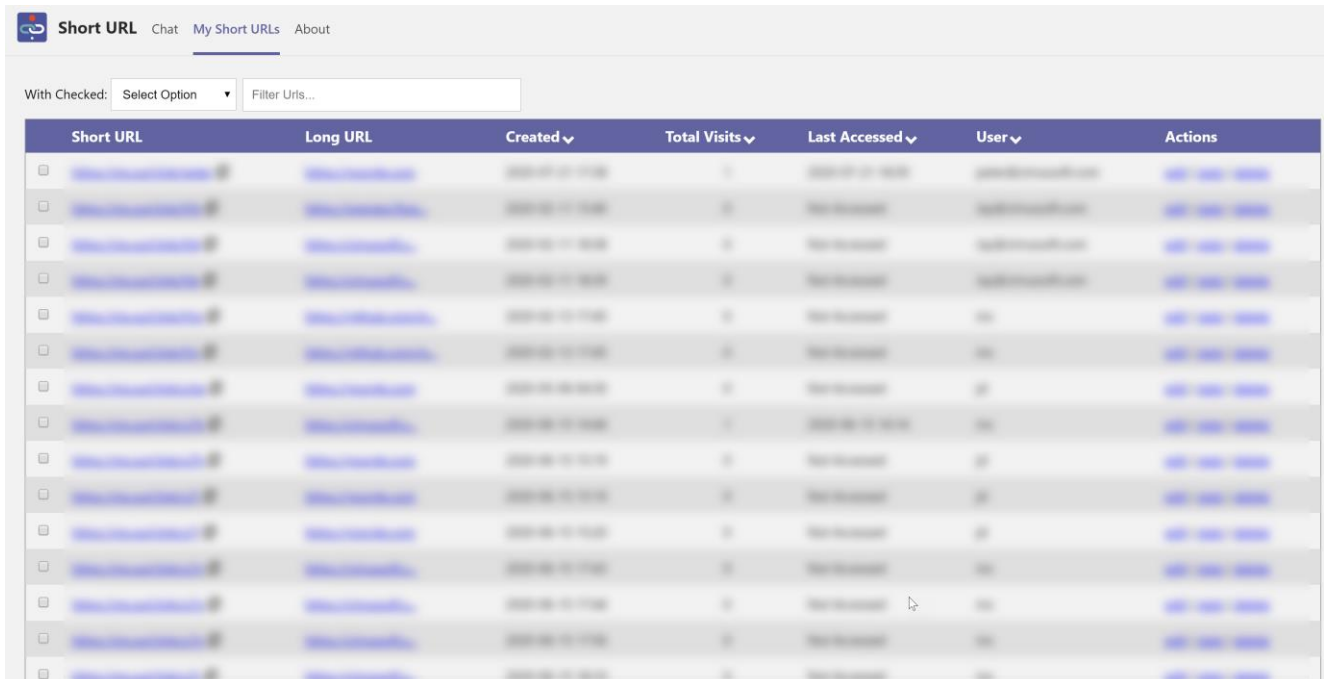
SHORT URL

Edit and Delete Short URLs

Once a **Short URL** has been saved/created you can choose the 'Edit Short URL' and 'Delete Short URL' commands. This will allow you to specify the **Short URL** and perform the selected operation.

Short URL Administration and My Short URLs List

The **Short URL App for Microsoft Teams** works by processing the redirection on our secure servers. All **Short URLs** created are accessible via the **My Short URLs** command. This will display a list of all **Short URLs** that a user has created and if an administrator it will show all **Short URLs** for all users. Each **Short URL** will have the following actions available from the list: Copy | Share | Edit | Stats | QR Code | Delete.



The screenshot shows the 'My Short URLs' page in the Short URL App. At the top, there are navigation links for 'Short URL', 'Chat', 'My Short URLs', and 'About'. Below the navigation, there is a search filter 'With Checked: Select Option' and a text input 'Filter UrIs...'. The main content is a table with the following columns: Short URL, Long URL, Created, Total Visits, Last Accessed, User, and Actions. The table contains 15 rows of data, each representing a Short URL with its corresponding Long URL, creation date, total visits, last accessed date, user, and available actions.

Short URL	Long URL	Created	Total Visits	Last Accessed	User	Actions
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]
[Short URL]	[Long URL]	2022-11-01	1	2022-11-01	[User]	[Copy] [Share] [Edit] [Stats] [QR Code] [Delete]

Short URL Statistics and QR Code

Each **Short URL** has detailed Statistics (Countries, Top Referrers, Browsers and Operating Systems) and a QR Code provided. To access these for a **Short URL** visit the **Short URL** Options screen and click the Share button. You can also append ~s (for Statistics) or ~q (for QR Code) for any **Short URL**.

Short URL App for Microsoft Teams Support

Thank you for choosing **Short URL App for Microsoft Teams**. If you require any further assistance please consult our online Support Centre or Contact Us.

www.shorturlbot.com

INSTALLATION AND CONFIGURATION MANUAL

CONTACT US

www.shorturlapp.com | info@shorturlapp.com

