

Delete an Entry

You may want to remove media entries from time to time so your content stays fresh and relevant. It's very quick and easy to delete media! Here's how:

Choose one of the following methods:

From My Media

1. Access My Media. Your My Media lists previously uploaded media.
2. Choose one of the following methods:
 - Click the pencil icon next to the desired media.
 - Click on the thumbnail or title of the desired media, then choose Delete from the ACTIONS drop down menu.

From Media Gallery

1. Access Media Gallery.
2. Click on a media thumbnail or title of the desired media, then choose Delete from the ACTIONS drop down menu.



Once an entry has been deleted, it can be recovered from the Recycle bin. Visit our article [Restore items from the Recycle bin](#) to find out more.

[template("cat-subscribe")]
