


Delete an Entry

Last Modified on 04/12/2022 6:21 pm IDT


 This article is designated for all users.

 The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article [Delete media - Theming](#).

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:

1. Access the [My Media Page](#) and click on the pencil icon to the right of the desired entry, then click Delete to confirm or Cancel to cancel the action.
2. Access the [Edit Media Page](#), click on the Details tab and click Delete Entry. Click Delete to confirm or Cancel to cancel the action.

 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.