

Move media to recycle bin in Video Portal

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 This article is designated for all users.

About

The recycle bin lets you delete media entries with the option to restore them later. When restored, the item returns to its original place with the same name, tags, metadata, and settings.



- This feature requires the [Recyclebin module](#) to be enabled.
- The **recycle bin retention period** (how long items stay before permanent deletion) is set by your account admin or Kaltura's Customer Care team.

These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

Move an item to the recycle bin

1. Go to the [My Media](#) page.
2. Click the **trash can icon** next to the entry you want to delete.

If you want to delete more than one entry, click the boxes next to each one.

My Media



Search My Media



Filters >

≡ ≡ ≡ ACTIONS ▾

All Fields ▾ Creation Date - Descending ▾



Sailing - Quiz



Private

Owner • on March 28, 2023 0 0 0

Or

Click on a thumbnail to access the [Media Entry Page](#). Go to the ACTIONS menu and choose **Delete**.

≡ ≡ ≡ ACTIONS ▾

- Publish
- Add to playlist
- Delete



A confirmation message displays.

3. Click **Approve**.



There's no limit to the number of items you can delete.

Who can see deleted items

- Only media owners can view their deleted items in the recycle bin.
- Guest users cannot access deleted media.