

Move media to recycle bin

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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.





- The recycle bin must be enabled by your admin in the [Recyclebin](#) module.
- The **recycle bin retention period** (how long items stay before permanent deletion) is set by your account admin or Kaltura's Customer Care team.
- The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article [Recycle bin - Theming](#).

Move an item to the recycle bin




1. From the [My Media](#) page, 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






Filters >



ACTIONS ▾

All Fields ▾ Creation Date - Descending ▾

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Sailing - Quiz

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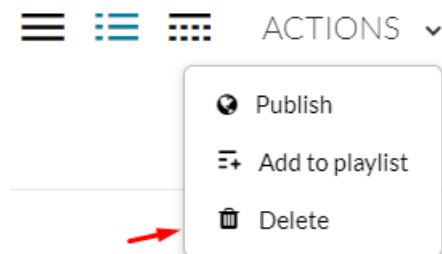
Private

Owner • on March 28, 2023

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Or

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



A confirmation message displays.

2. Click **Approve** or **Cancel**.



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.