

# Restore deleted items from the recycle bin in Video Portal

Last Modified on 04/14/2026 11:57 am IDT

 This article is designated for all users.

## About

Deleted an item by mistake? You can restore it from the Recycle Bin without contacting your administrator.

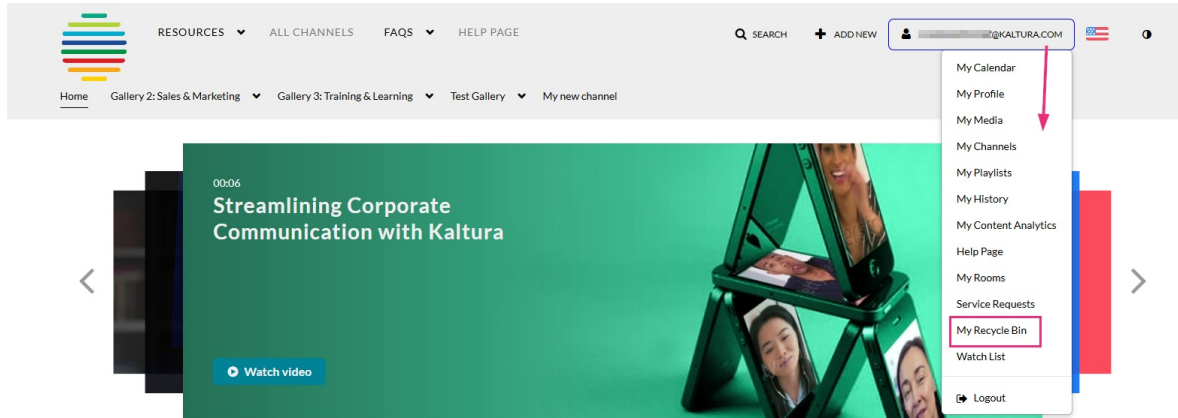
The Recycle Bin stores deleted media for a limited time, based on your account configuration.



The following instructions require the [Recyclebin module](#) to be enabled.

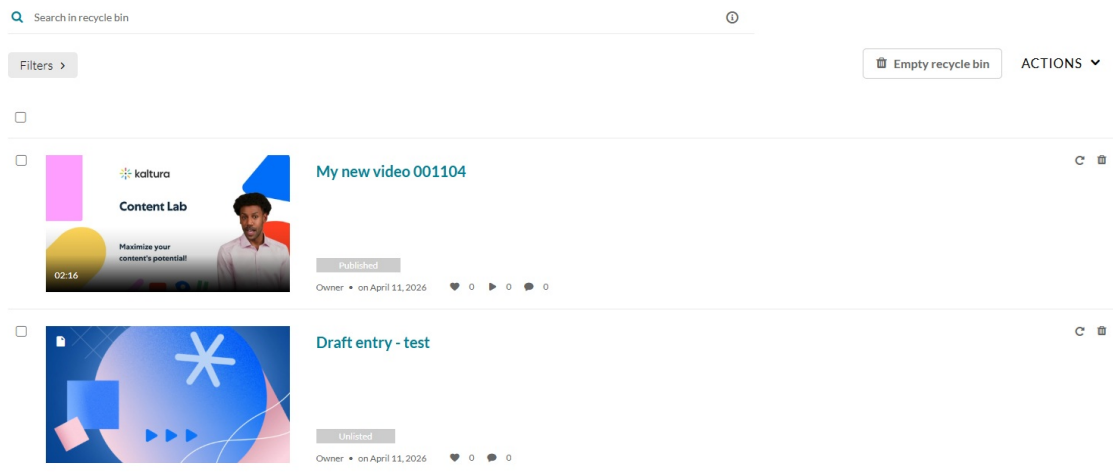
## Restore a single item

1. Go to the user menu and choose **My Recycle Bin**.




The 'Recycle bin' page opens.

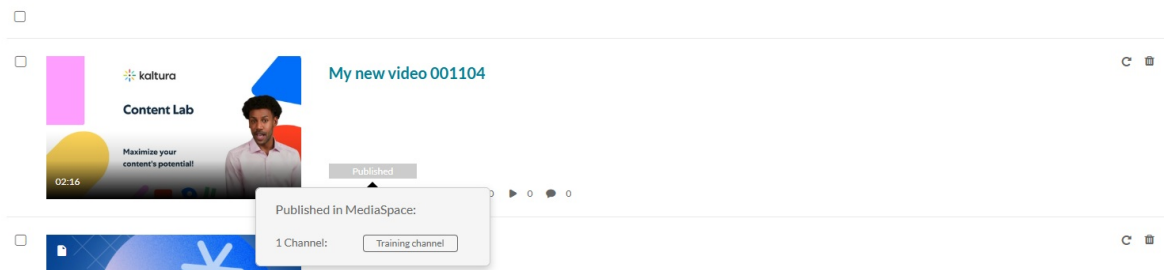
## Recycle Bin



Here you can see all the media items that have been deleted.

 Only users with content ownership are able to see the deleted media in the recycle bin. Guest users won't have access.

- The publish status of each item is grey. If you click on it, you can see where the media was originally published.



For non-published status (such as private and unlisted) the status won't be clickable, and nothing will happen when hovering over it.

- To restore the item, click the **restore icon** at the far right.



A confirmation message displays.

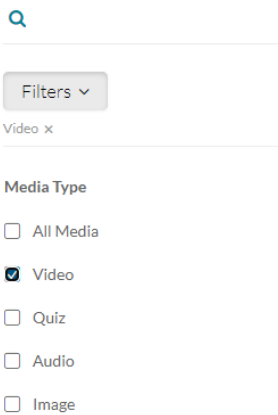
4. Click **Restore** to confirm.

The item is recovered and restored to its original place.

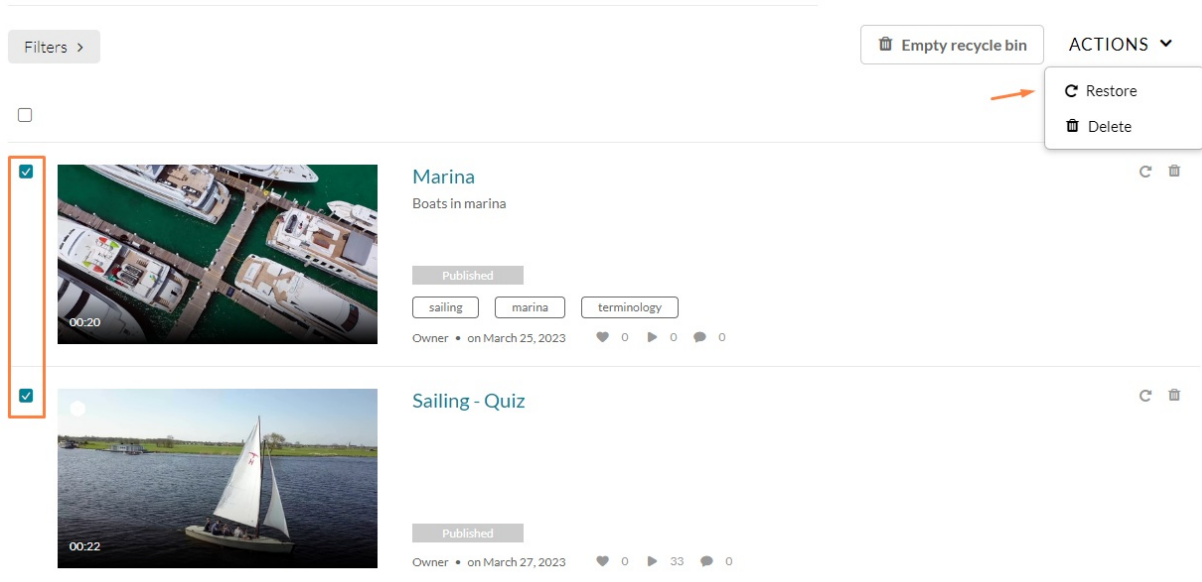
## Restore multiple items

If there are many items in the recycle bin, you can use the **Filters** function to search the media items by type.

### Recycle Bin



1. Click the boxes next to each item you want to restore.
2. From the **Actions** menu at the top right of the page, choose **Restore**.



A confirmation message displays.

3. Click **Restore** to confirm.

The deleted items are recovered and restored to their original places.



The **recycle bin retention period** (number of days items stay in the recycle bin before being permanently deleted) is configured by Kaltura account management or the Customer Care team.