

Delete a gallery in Video Portal

Last Modified on 04/18/2026 6:33 pm IDT

 This article is designated for administrators.

About

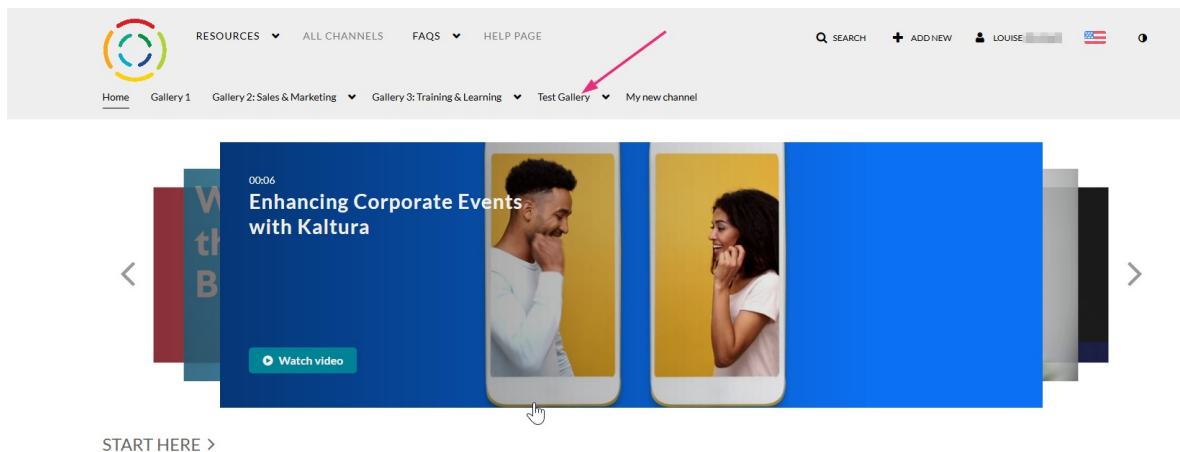
You may want to delete a gallery or sub-gallery from time to time to keep your site updated.



If you can't access your gallery's edit page, ask your administrator to give you the required permission.

Delete a gallery

1. On the top navigation bar, select the gallery you want to delete.



The gallery page displays.

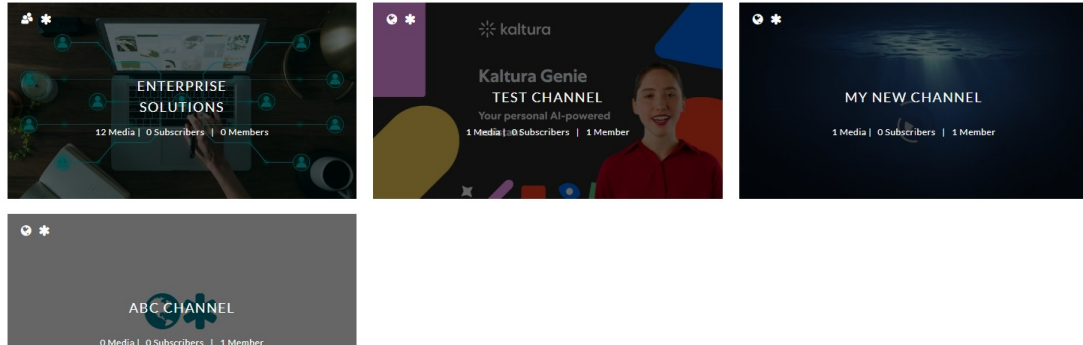
Test Gallery



A central hub for company-wide materials

4 Media 4 Channels 3 Pending

Sort by Media Count View All Topics



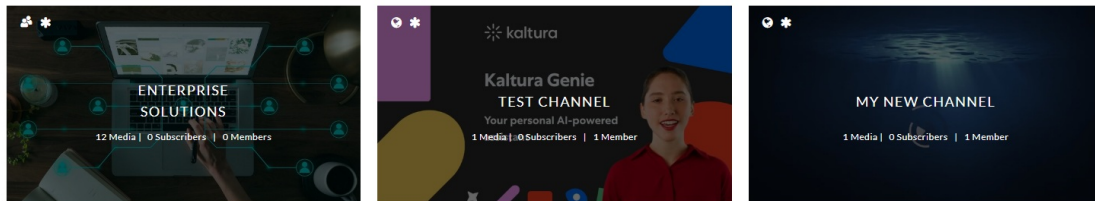
2. Click the **Actions icon** (three bars) at the far right and select **Edit** from the menu.

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



The **Edit** page displays.

Edit Test Gallery

Details Theme Users

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

Tags:

Reference ID:

Privacy

- Privacy: **Open** - Anyone can view content (including anonymous users) but only admin role users and category members can contribute content.
- Restricted** - All logged in users can view content but only Category members can contribute content.
- Private** - Only Category members can view and contribute content.
- Note: Sub categories under a private category will be visible only to members of those sub categories

3. Scroll to the bottom of the page and click **Delete Gallery**.

Tags:

Reference ID:

Privacy

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Restricted - All logged in users can view content but only Category members can contribute content.

Private - Only Category members can view and contribute content.

Note: Sub categories under a private category will be visible only to members of those sub categories

Options

Options: Enable comments in category

Keep comments private to category.

Enable Embed Grab

Moderate content (Media will not appear in category until approved by category manager)

[Delete Gallery](#)

A warning message displays: 'This will also delete any sub galleries if they exist. Are you sure?'

4. Click **Delete** to continue.

The gallery / sub-galleries are deleted.