


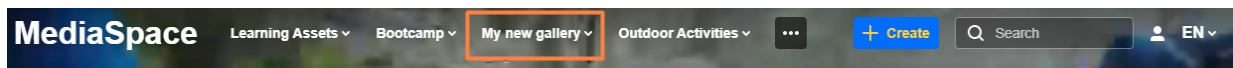
## Delete a gallery

 This article is designated for administrators.

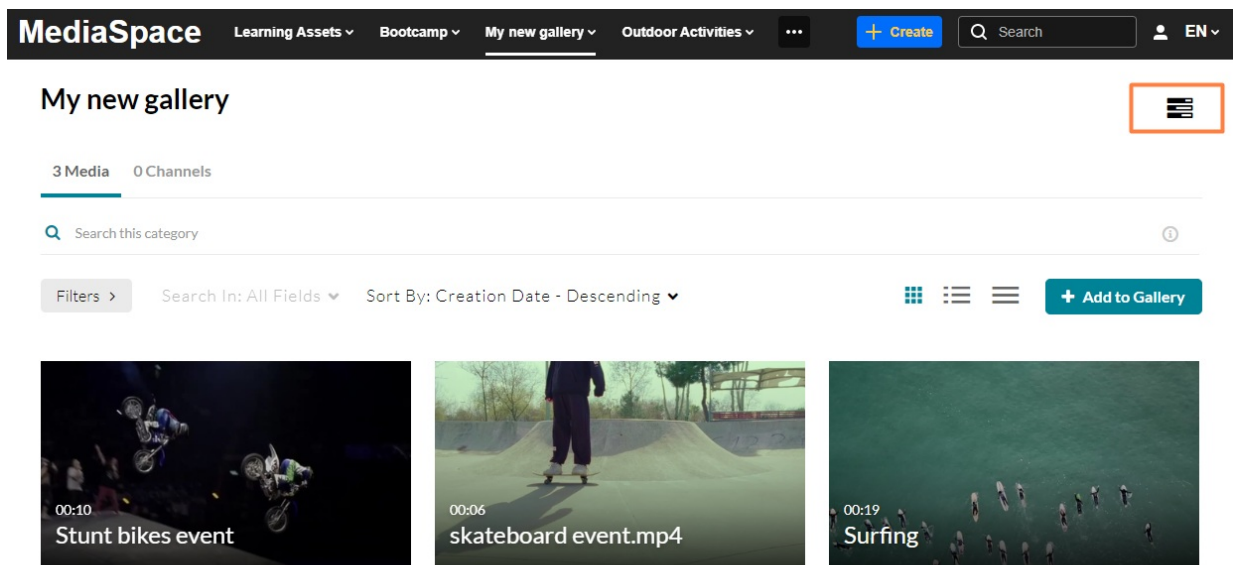
You may want to delete a gallery or sub-gallery from time to time to keep your MediaSpace site updated. Here's how:


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

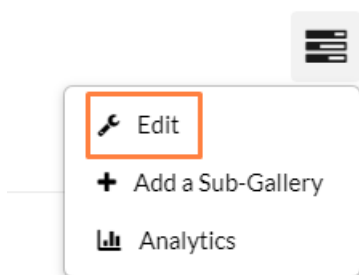
1. Log into your MediaSpace site.
2. Find the gallery or sub-gallery that you want to delete on the navigation bar and click on it.



The gallery page displays.



3. Click the hamburger icon .
4. Choose **Edit** from the drop-down menu that appears.



The Edit page displays.






## Edit My new gallery


**Details** Theme Users

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Name: (Required)

Description: 

Black ▼ Bold *Italic* Underline     

Enter Description...

Tags:

Reference ID:

5. Scroll to the bottom of the page. On the right side, click **Delete Gallery**.

Save

Back to Gallery

Delete Gallery

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

Click **Delete** to continue.

Delete Gallery My new gallery

This will also delete any sub galleries if exists. Are you sure?

Cancel

Delete



That's it! The gallery / sub-gallery is deleted.

[template("cat-subscribe")]

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