

## Delete a gallery in Video Portal

Last Modified on 08/05/2025 11:05 am IDT

 This article is designated for administrators.

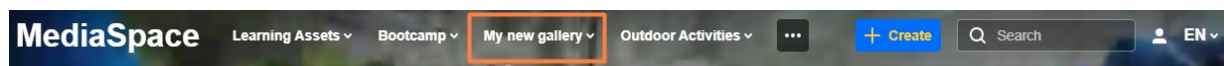
### About

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

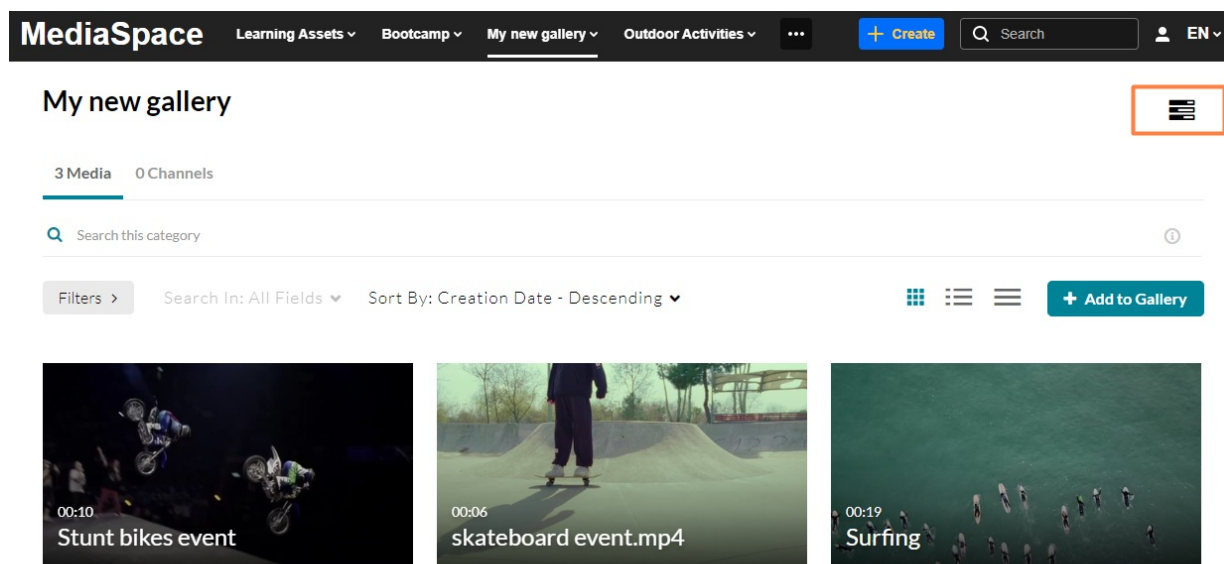


If you can't access your gallery's edit page, ask your administrator to give you the required permission.

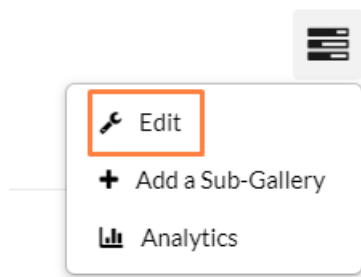
1. Log into your MediaSpace site.
2. Find the gallery or sub-gallery that you want to delete on the navigation bar and click on it.



The gallery page displays.



3. Click the edit icon (three bars).
4. Choose **Edit** from the drop-down menu that appears.




The **Edit** page displays.

## Edit My new gallery

Details Theme Users

Name:  (Required)

Description: Black ▼ Bold *Italic* Underline [List Icon] [Grid Icon] [List Icon] [List Icon] [Link Icon]



Tags:

Reference ID:

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

The gallery / sub-gallery is deleted.

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