

Remove media from a channel in Video Portal

Last Modified on 04/18/2026 9:50 am IDT

 This article is designated for all users.

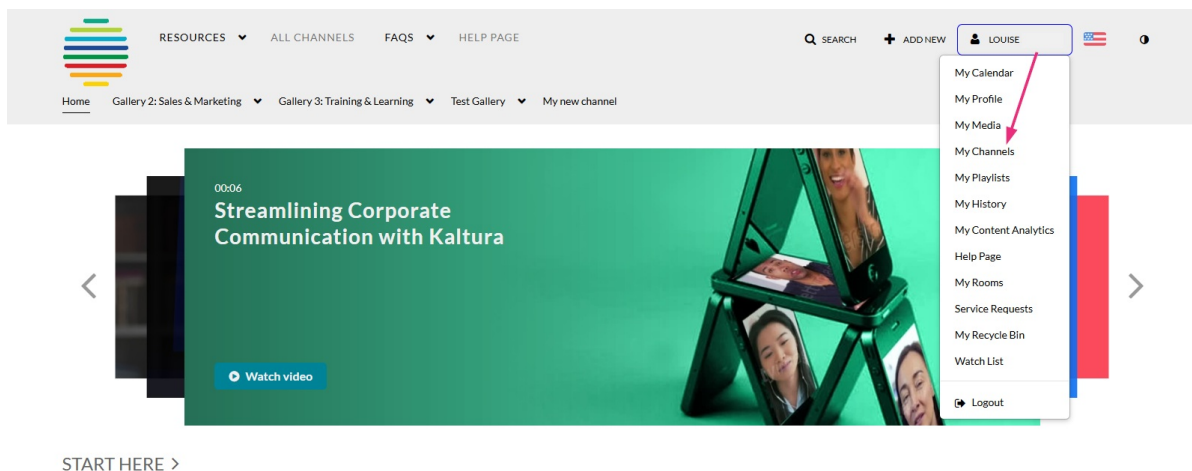
About

In this guide, we'll show you how to remove media from a channel in your Video Portal without deleting it from your account.

These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

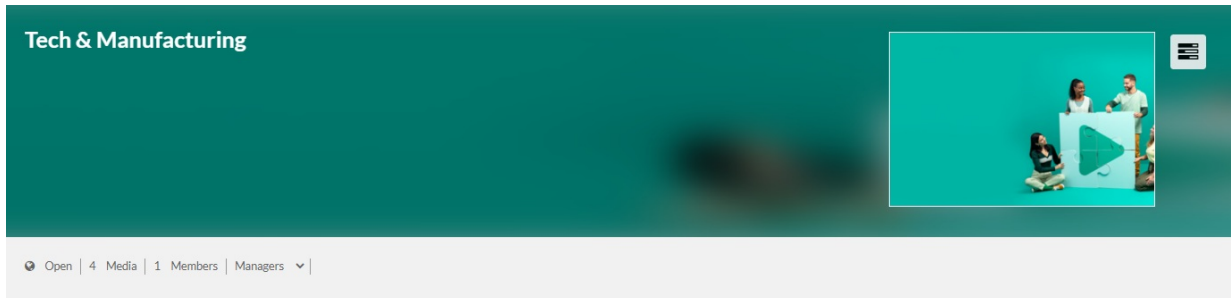
Remove media

1. Select **My Channels** from the user menu.



2. Click on a thumbnail to open the desired channel

The **Channel** page displays.

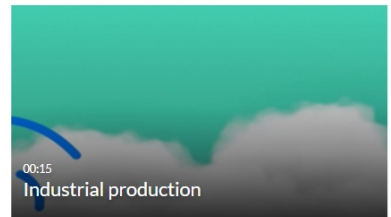
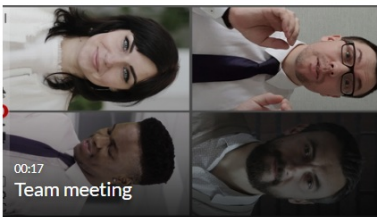


4 Media

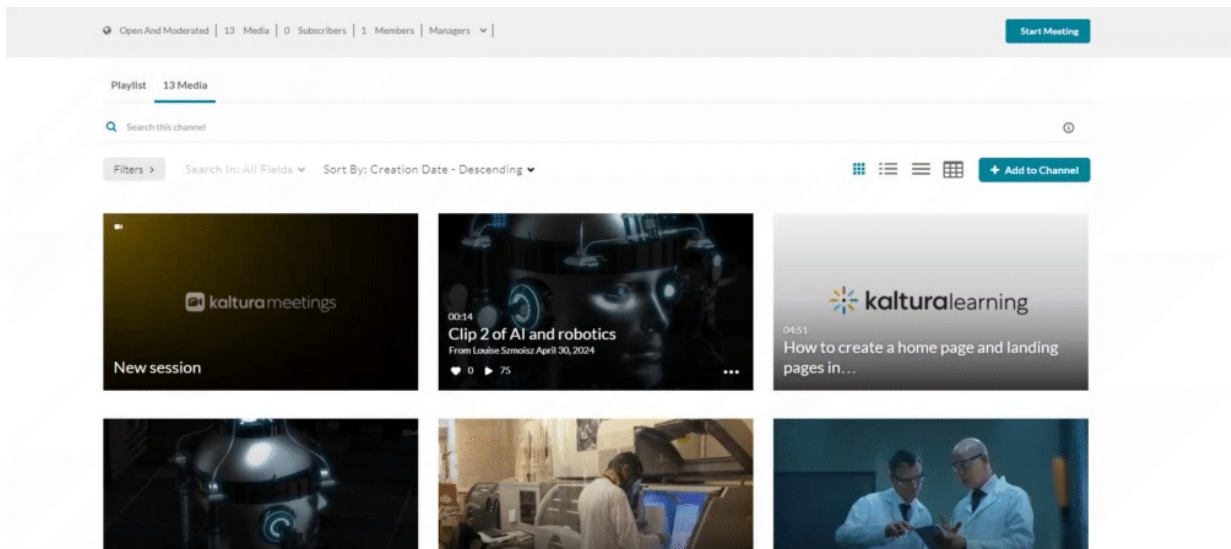
Search this channel

Filters > Search In: All Fields > Sort By: Creation Date - Descending >

+ Add to Channel



3. Click the **three dots** on the lower right side of the media item you want to remove.
4. Click the **remove button** (circle with 'x').



A confirmation message displays.

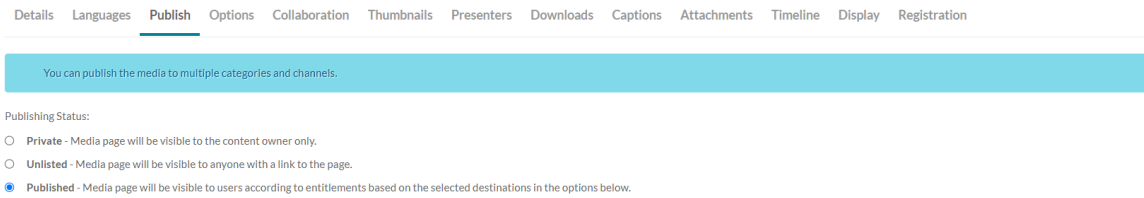
5. Click **Remove** to confirm the deletion.



Removing media from a channel will not delete it from your account. To learn more, see [Delete an entry](#) and [Restore items from the Recycle bin](#).

Unpublish a media item

1. On the media editing page, select the **Publish** tab.
2. Under **Publishing Status**, select **Private**.



This will unpublish the media from all categories/channels and all other applications.

3. Click **Save**.

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To keep media published in other categories or channels, leave the published status unchanged and simply uncheck the channel you want to remove it from.

Publish in Category **Publish in Channel**

Q | Search channels

Top Channels I Manage

<input type="checkbox"/> Channel with new KME	<input type="checkbox"/> Marketing
<input checked="" type="checkbox"/> Channel	

More Channels

<input type="checkbox"/> Education	<input type="checkbox"/> Enterprise
<input type="checkbox"/> Soft furnishing design	<input type="checkbox"/> Customization
<input type="checkbox"/> Design school	<input type="checkbox"/> Top projects