


Delete media - Theming

Last Modified on 08/18/2024 6:50 pm IDT

 This article is designated for all users.

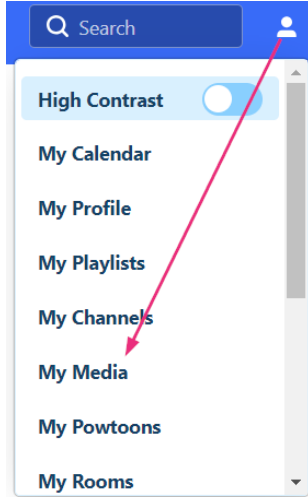
About

Deleting content from your video portal is an essential task for maintaining an organized and clutter-free environment. Whether you're looking to remove outdated information, free up storage space, or simply streamline your content, knowing how to effectively delete content is crucial. In this article, we'll guide you through the steps to safely and efficiently delete content from your site, ensuring your platform remains clean and up-to-date.

 The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Delete an entry](#).

From My Media

1. From the user menu, select **My Media**.



The **My Media** page displays.

My Media

41 Items
☰ ☒

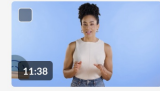
Clear all filters

Sort by ▾

- Relevance
- Creation date
- Update date
- Alphabetically - A to Z
- Views
- Plays
- Likes
- Comments
- Webcast start date
- Webcast end date

Media type ▾


- All media
- Video
- Quiz
- Audio
- Room
- Image
- Webcasting events



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2. Click on the **three dots** to the right of the desired entry and select **Delete**.



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⋮

Edit

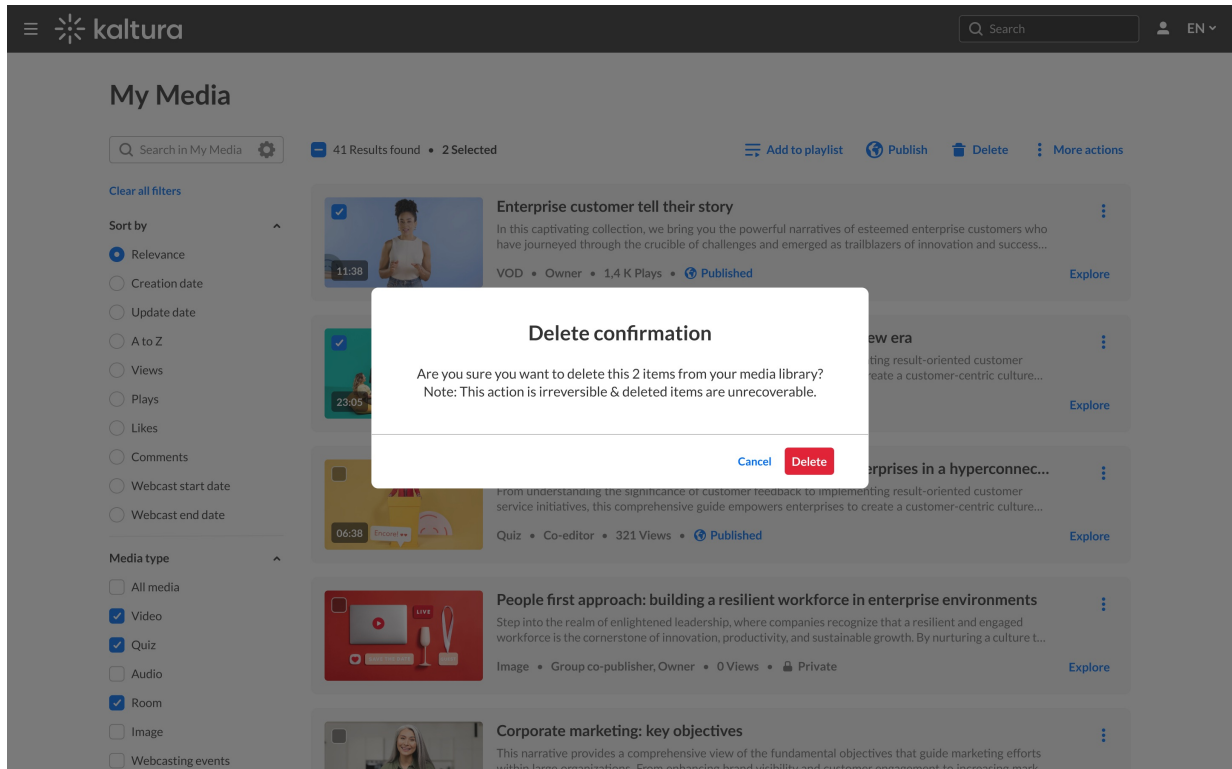
Analytics

Delete

Explore

A confirmation message displays. The message varies based on whether the [recycle bin](#) is enabled:

Recycle bin is not enabled: *Are you sure you want to delete (x) items from your media library? Note: This action is irreversible and deleted items are unrecoverable.*



Recycle bin enabled: *Are you sure you want to delete this media and move it to the recycle bin? The media will be automatically deleted from the recycle bin within 30 days.*

Move to Recycle bin

Are you sure you want to delete this media and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.

Cancel **Delete**

⚠ Once an item has been moved to the recycle bin, it can be recovered. Visit our article [Restore items from the Recycle bin](#) to find out more.


3. Click **Delete**.

Bulk action

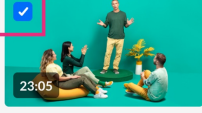
1. To delete more than one item, check the boxes on the upper left of the desired media.
2. Scroll to the top of the page, and click **Delete**.

💡 The **Delete** option only displays after you have selected at least one item.

41 Results found • 2 Selected Add to playlist Publish **Delete** More actions



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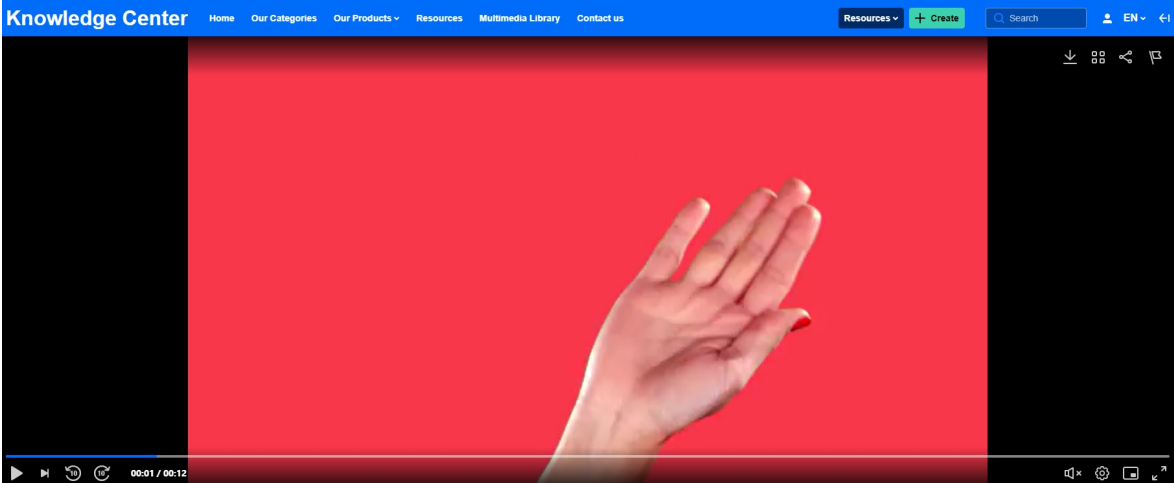
A confirmation message displays. The message varies based on whether the [recycle bin](#) is enabled (see above).

3. Click **Delete**.

From the media page

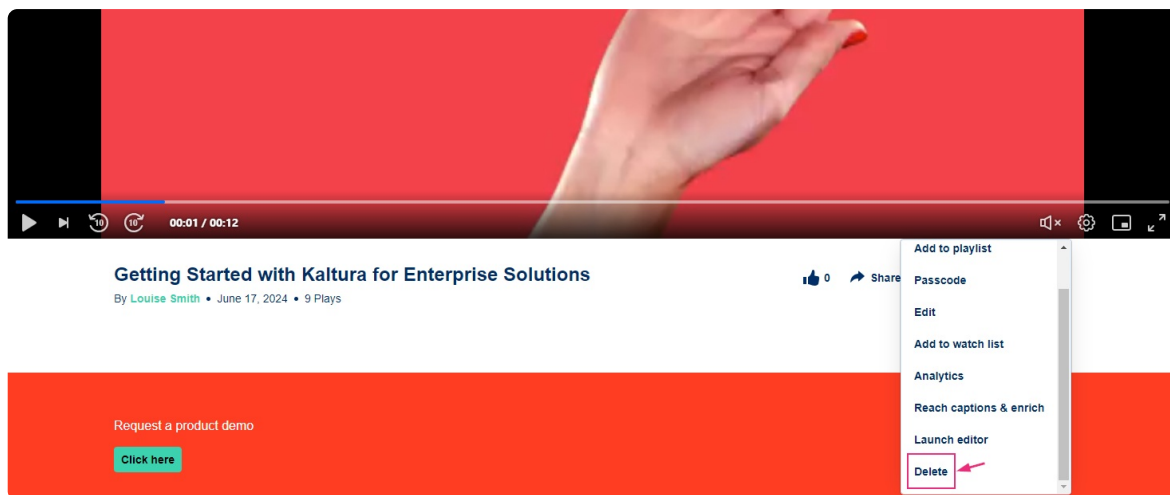
1. Access the [media page](#). (You can do this by clicking on the thumbnail of the desired media.)

The media page displays.



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2. Click the **three dots** under the player and select **Delete**.



A confirmation message displays. The message varies based on whether the [recycle bin](#) is enabled (see above).

3. Click **Delete**.
