

# Move media to recycle bin in Content Hubs

Last Modified on 04/14/2026 9:55 am IDT

 This article is designated for all users.

## About

The recycle bin lets you delete media entries with the option to restore them later. When restored, the item returns to its original place with the same name, tags, metadata, and settings.

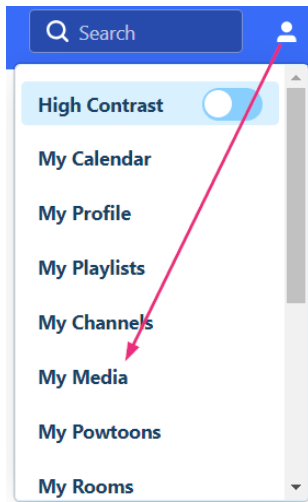


- This feature requires the [Recyclebin module](#) to be enabled.
- The **recycle bin retention period** (how long items stay before permanent deletion) is set by your account admin or Kaltura's Customer Care team.

## Move items to the recycle bin

### Via My Media

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



The **My Media** page displays.

## My Media

Search in My Media  41 Items ☰ ☰

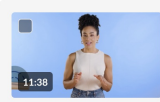
**Clear all filters**

**Sort by** ^

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

**Media type** ^

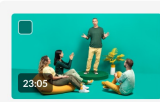
- All media
- Video
- Quiz
- Audio
- Room
- Image
- Webcasting events



**Enterprise customer tell their story**

In this captivating collection, we bring you the powerful narratives of esteemed enterprise customers who have journeyed through the crucible of challenges and emerged as trailblazers of innovation and success...

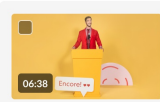
VOD • Owner • 1.4 K Views • 🔒 Published



**Digital transformation: empowering enterprises for a new era**

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture th...

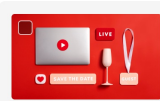
Audio • Co-publisher • 124 Views • 🔒 Unlisted



**Navigating cybersecurity challenges: strategies for enterprises in a hyperconnect...**

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture th...

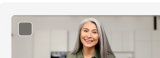
Quiz • Co-editor • 321 Views • 🔒 Published



**People first approach: building a resilient workforce in enterprise environments**

Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture th...

Image • Group co-publisher, Owner • 0 Views • 🔒 Private



**Corporate marketing: key objectives**

This narrative provides a comprehensive view of the fundamental objectives that guide marketing efforts within large organizations. From enhancing brand visibility and customer engagement to increasing market

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



**Streamlining Corporate Communication with Kaltura**

VOD • Owner • 19 Plays



**Getting Started with Kaltura for Enterprise Solutions**

VOD • Owner • 9 Plays

☰  

Edit

Analytics

**Delete**

[Explore](#)

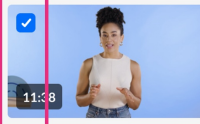

A confirmation message displays: *Are you sure you want to delete this media and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.*

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

-  **Enterprise customer tell their story**  
In this captivating collection, we bring you the powerful narratives of esteemed enterprise customers who have journeyed through the crucible of challenges and emerged as trailblazers of innovation and success...  
VOD • Owner • 1,4 K Plays • Published Explore
-  **Digital transformation: empowering enterprises for a new era**  
From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture...  
Audio • Co-publisher • 124 Plays • Unlisted Explore

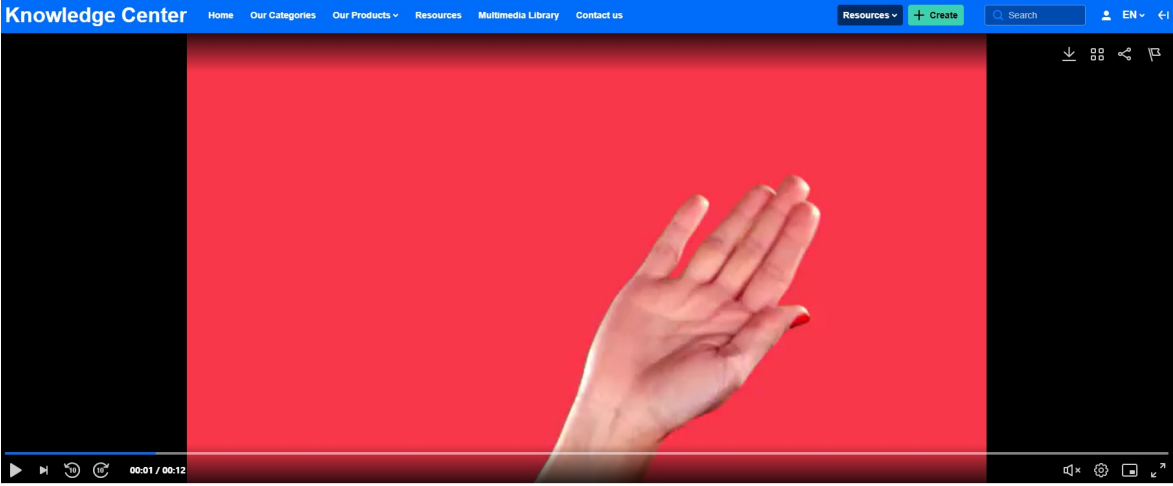
A confirmation message displays.

3. Click **Delete**.

Via the media page

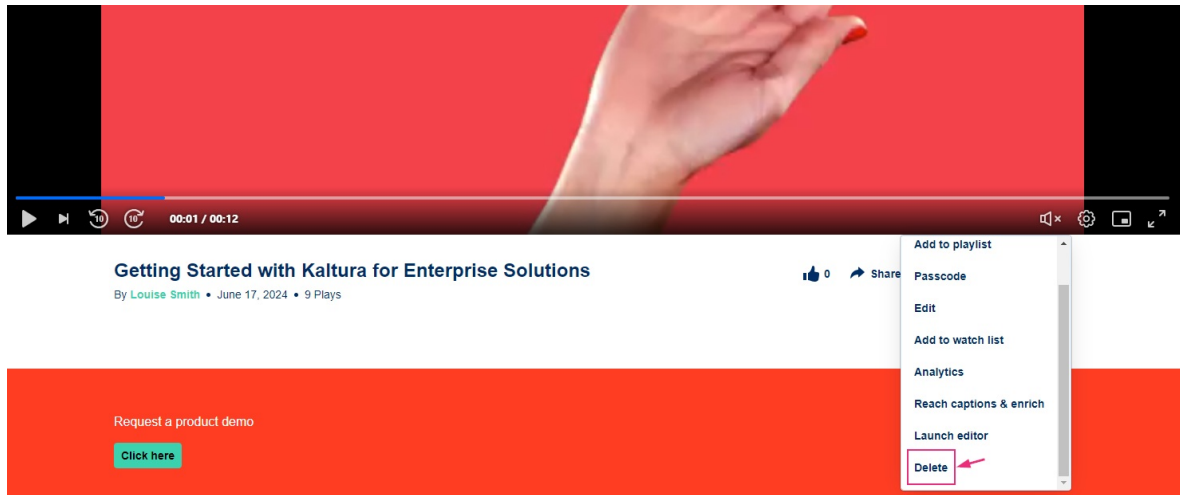
1. Access the [media page](#). (You can do this by clicking on the thumbnail of the desired media.)

The media page displays.



**Getting Started with Kaltura for Enterprise Solutions**  
By Louise Smith • June 17, 2024 • 9 Plays 0 Share AI quiz generator

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



A confirmation message displays.

3. Click **Delete**.