

Move media to the Recycle bin in Content Hubs

Last Modified on 07/06/2026 6:40 pm 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.

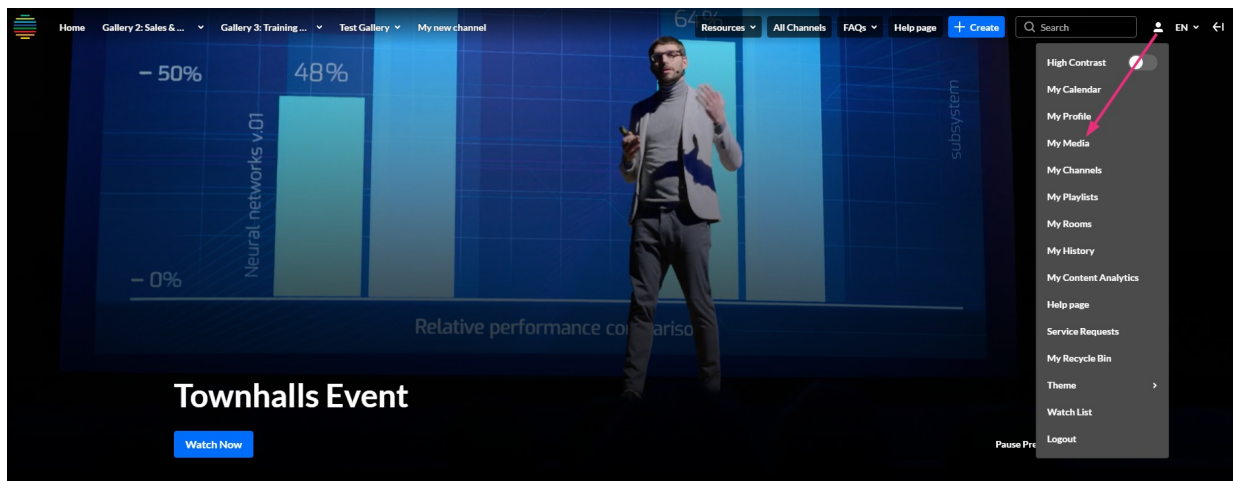


- This feature requires the [Recyclebin module](#) to be enabled.
- The **Recycle bin retention period** (how long items stay before permanent deletion) is set by your account admin or Kaltura's Customer Care team.

Move items to the Recycle bin

From My Media

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



The **My Media** page displays.

My Media

41 Items
☰ ☒

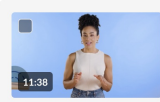
Clear all filters

Sort by ▾

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

Media type ▾

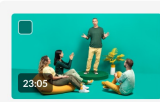
- All media
- Video
- Quiz
- Audio
- Room
- Image
- Webcasting events



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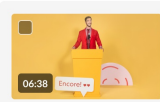
VOD • Owner • 1.4 K Views • Published



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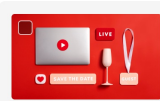
Audio • Co-publisher • 124 Views • Unlisted



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

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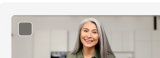
Quiz • Co-editor • 321 Views • Published



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



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



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VOD • Owner • 19 Plays



Getting Started with Kaltura for Enterprise Solutions

VOD • Owner • 9 Plays

Explore

☰

Edit

Analytics

Delete

A confirmation message displays.

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

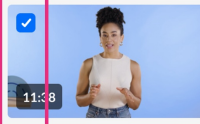
3. Click **Delete**.

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



11:38


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23:05

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⋮

A confirmation message displays.

Move to Recycle bin

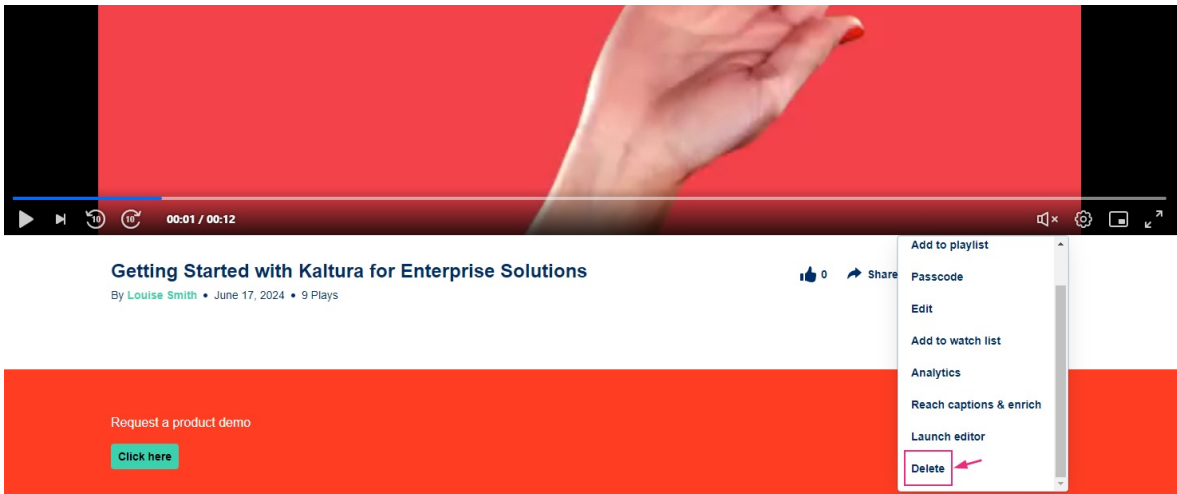
Are you sure you want to delete these 2 media (IDs: 1_slc034z8, 1_xul717i4) and move them to the recycle bin? These media will be automatically deleted from the recycle bin within 30 days.

Cancel
Delete

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



A confirmation message displays.

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**

3. Click **Delete**.
