

Delete a playlist in your Video Portal - Theming

Last Modified on 08/13/2025 3:08 pm IDT

 This article is designated for all users.

About

Refreshing your site by removing outdated playlists helps keep your content up-to-date and engaging.



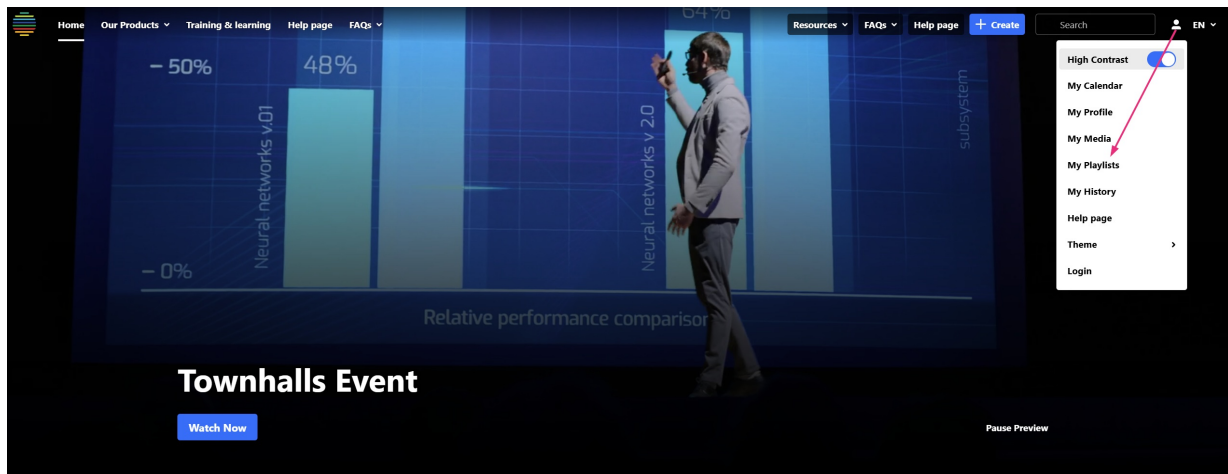
If you can't delete a playlist, you may need to ask your administrator to give you the required permission.



These instructions are for [Theming](#) users. For non-Theming users, please see our article [Delete a playlist](#).

Delete a playlist

1. From the user menu, choose **My Playlists**.




Most popular videos

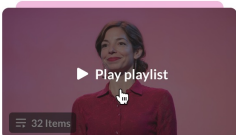


The 'My Playlists' page displays.

My Playlists

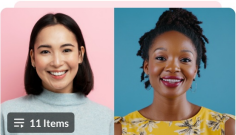
8 Items


Filters
Create playlist




Watch later

Update May 9, 2025




Top generative AI tools

Update April 6, 2025



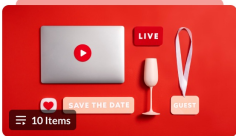
Learning strategies

Update January 3, 2025



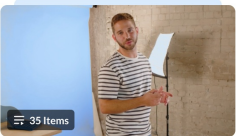
Introduction to generative AI: U...

Update January 3, 2025



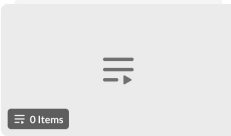
New employee on-boarding

Update April 9, 2024



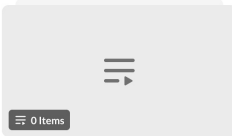
Equality in Workplace

Update September 14, 2024



Future-ready skills

Update September 29, 2024




Public speaking & communicatio...

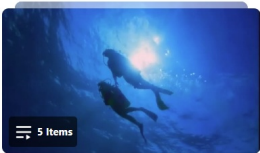
Update May 9, 2025

- On the **My Playlists** page, locate the playlist you want to delete, click the **three-dot menu** and select **Delete**.

My Playlists


4 items


Filters
Create playlist



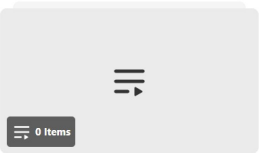
Watch List

Updated July 30, 2025




Tech Trends Driving Business Inno...

Updated July 30, 2025



My new playlist

Updated July 03, 2025



Homepage

Updated February 16, 2025

View Details
 Play Media
 Edit
 Share
 Delete

A confirmation message displays: *Are you sure you want to delete the playlist "[name of playlist]"?*

- Click **Delete** to confirm.