

## Delete a playlist in KMC

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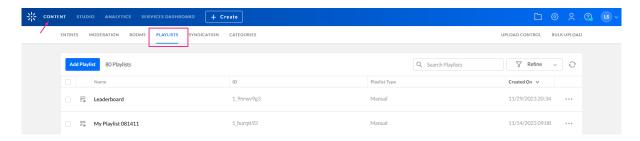
This article is designated for administrators.

#### **About**

You can delete one or more playlists in the KMC if they're no longer needed. Deleting a playlist permanently removes it from your account, but does not delete any of the media entries it contains.

### Access the playlists page

- 1. Log into your KMC.
- 2. Under the **Content** menu, click the **Playlists** tab.



The Playlists page displays.

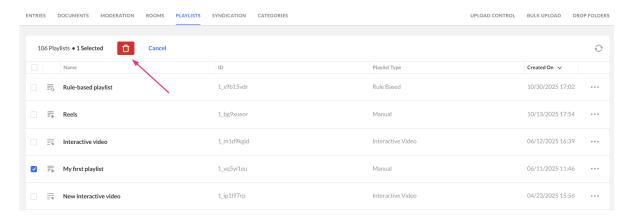
# Delete a playlist

You can delete playlists in two ways - from the list view or from the playlist's three-dot menu.

### Option 1: Delete from the list view

- 1. Select the checkbox next to one or more playlists you want to delete. A trash can icon appears at the top of the page.
- 2. Click the trash can icon.



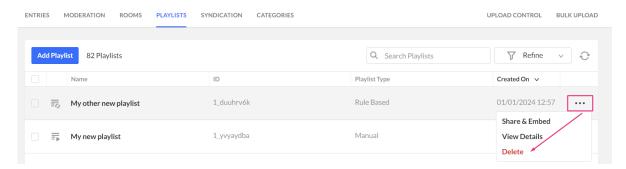


A confirmation message appears: Are you sure you want to delete the selected playlist [playlist name]? This playlist will be permanently deleted from your account.

3. Click **Yes** to confirm.

#### Option 2: Delete from the three-dot menu

- 1. In the Playlists page, locate the playlist you want to delete.
- 2. Click the **three-dot menu** next to the playlist.
- 3. Click Delete.



In the confirmation message, click **Yes** to delete.