

# Delete a playlist in Rich Media CMS

Last Modified on 05/06/2026 8:40 pm IDT

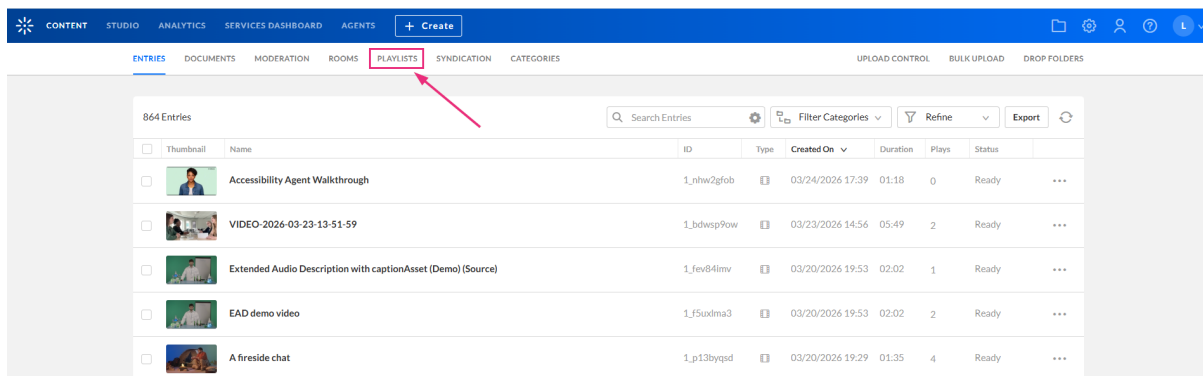
 This article is designated for administrators.

## About

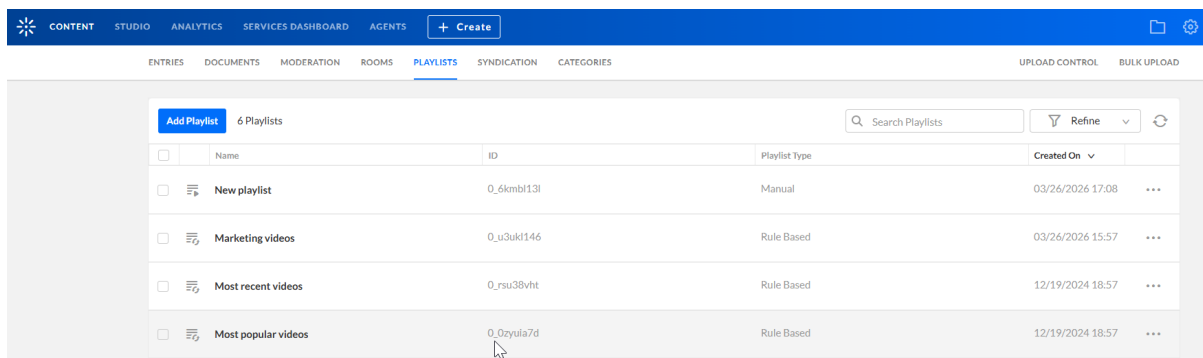
You can delete one or more playlists in the Rich Media CMS if they're no longer needed. Deleting a playlist permanently removes it from your account, but does not delete any of the media entries it contains.

## Access the playlists page

1. Log into your Rich Media CMS.
2. Under the **Content** menu, click the **Playlists** tab.



The Playlists page displays.

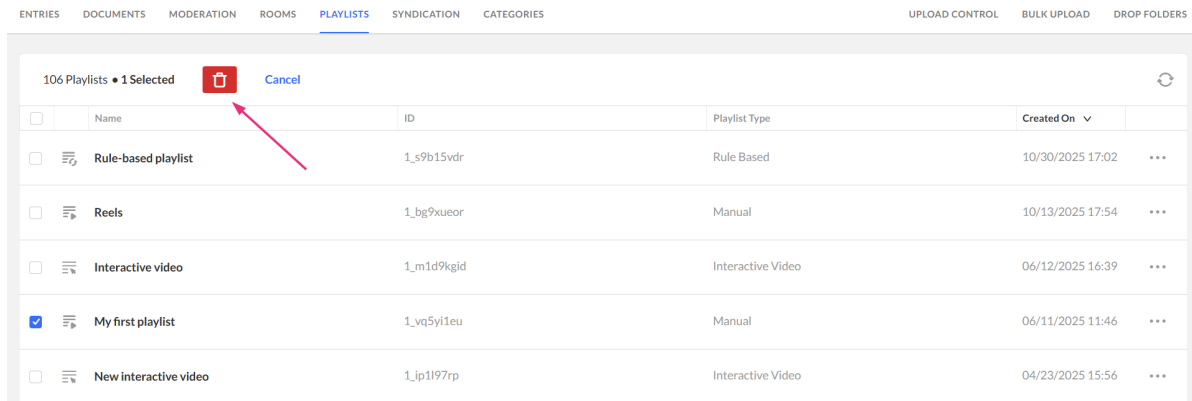


## Delete a playlist

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**.

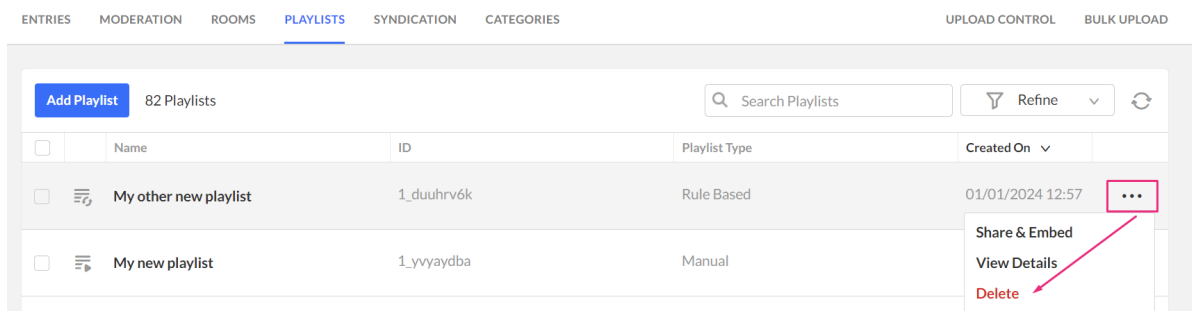


A confirmation message appears: *Are you sure you want to delete the selected playlist [playlist name]? This playlist will be permanently deleted from your account.*

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 dots** next to the playlist.
3. Click **Delete**.



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