

Empty the recycle bin in Content Hubs

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 This article is designated for all users.

About

The **Empty recycle bin** action permanently deletes all media currently available in your recycle bin.

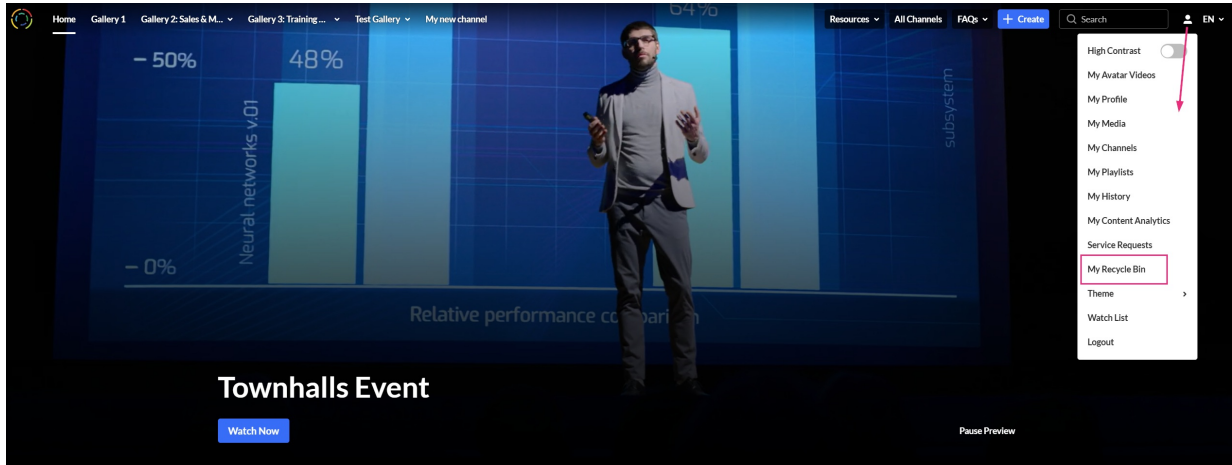
Unlike deleting selected items, this action removes all eligible items in the recycle bin, regardless of any search terms, filters, or the current page.



Permanently deleting media can't be undone.

Empty the recycle bin

1. Select **My Recycle Bin** from the user menu.



The **Recycle bin** page displays.

2. Click **Empty recycle bin** at the top right of the page.



The Empty recycle bin button is available only when your recycle bin contains media.

Recycle bin

Items in the recycle bin will be automatically deleted after X days.

🔍 Search in Recycle bin 🔧 📄 41 Results found

Empty recycle bin 🔄

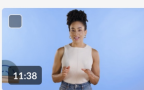
Clear all filters


Sort by

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

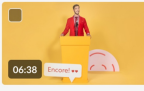
Media type


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


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Restore
Delete

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A warning message displays.

3. Click **Delete**.

All eligible media in your recycle bin is permanently deleted. The recycle bin is refreshed and, if no items remain, the empty state is displayed.