



Permanently delete items from the recycle bin

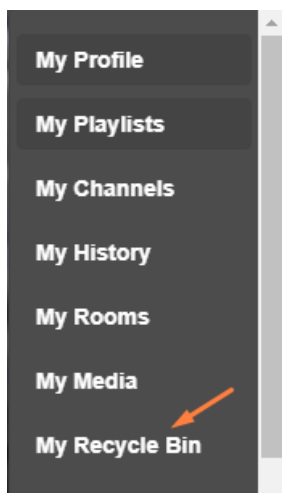
 The following instructions require the [recyclebin](#) module to be enabled.

Although the items in the recycle bin are automatically deleted after a specified number of days, an item can also be permanently deleted manually by the media owner.

 The **recycle bin retention period** (number of days items stay in the recycle bin before being permanently deleted) is configured by Kaltura account management or the Customer Care team.

Delete a single item

1. From the user menu  at the top right, choose **My Recycle Bin**.



The **Recycle Bin** page opens.

Recycle Bin

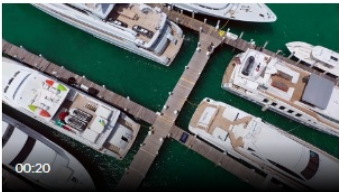
Search in recycle bin

Filters >


Empty recycle bin

ACTIONS ▾

☐

☐


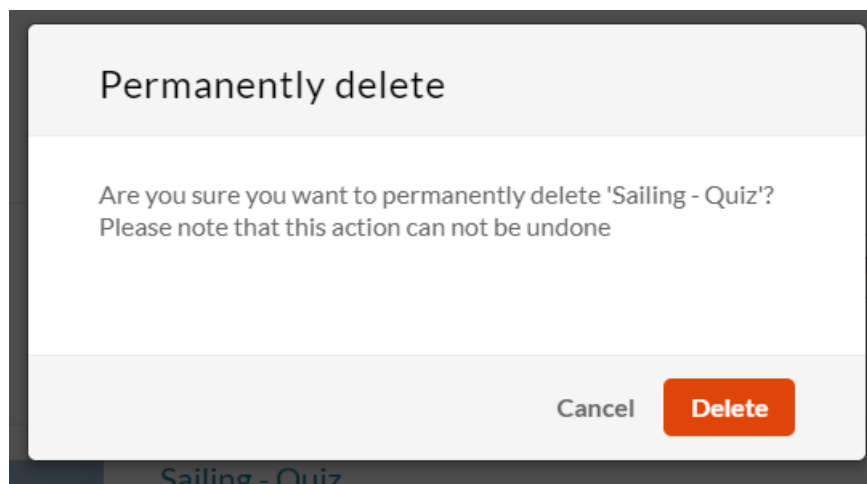
Marina
Boats in marina
Published
sailing marina terminology
Owner • on March 25, 2023

☐


Sailing - Quiz

- Click the trash can icon next to the item.

A warning message displays.



- Click **Delete** or **Cancel**.

The item has been permanently deleted.

Delete multiple items

If there are many media items in the Recycle bin, you can use the **Filters** function to sort the media items by type.

Recycle Bin



Filters ▾

Video x

Media Type

☐ All Media

☒ Video

☐ Quiz

☐ Audio

☐ Image

1. Choose the boxes next to each media item you want to delete.
2. From the ACTIONS menu, choose **Delete**.

Recycle Bin



Search in recycle bin



Filters >

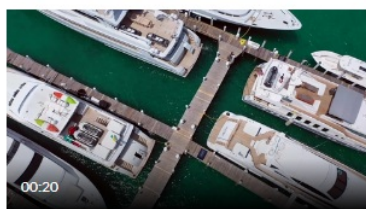
Empty recycle bin

ACTIONS ▾



Restore

Delete



Marina

Boats in marina

Published

sailing

marina

terminology

Owner • on March 25, 2023

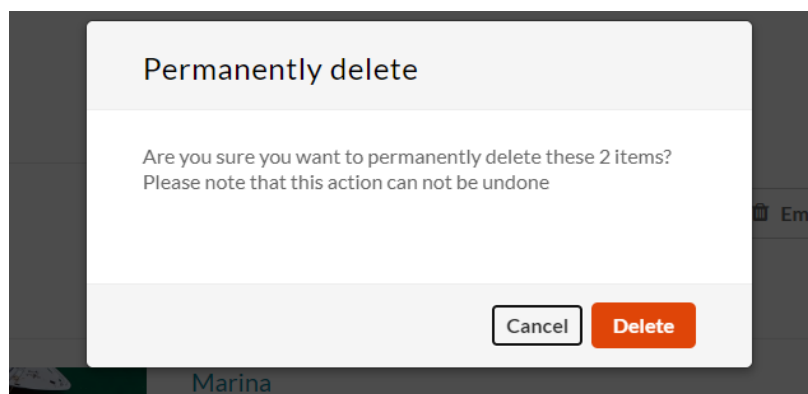
♥ 0 ▶ 0 💬 0




Sailing - Quiz



3. A warning message displays.

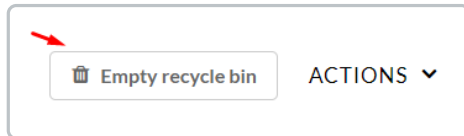


4. Click **Delete** or **Cancel**.

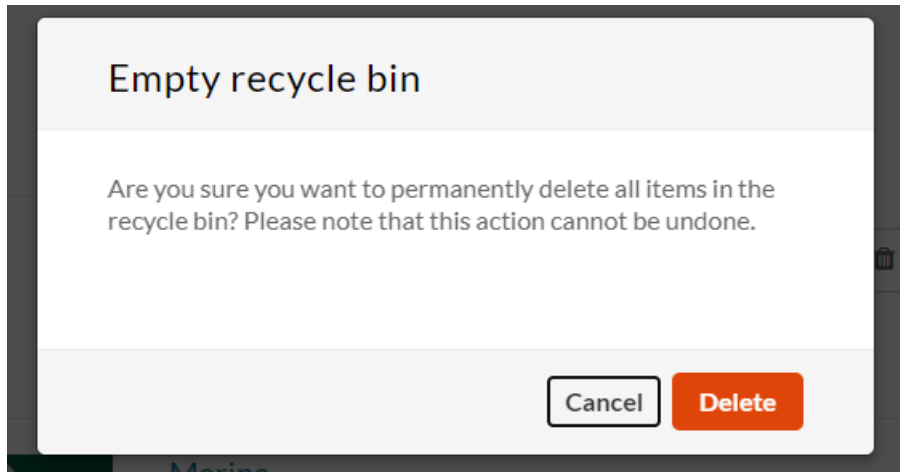
 This functionality is limited to 1,000 entries per single action.

Empty the Recycle Bin

1. Choose all the items, then click **Empty recycle bin**.



2. A warning message displays.



3. Click **Delete** or **Cancel**.

Your Recycle Bin is empty.

Recycle Bin



The recycle bin is empty

Deleted content from your my-media will appear here until permanently deleted automatically

[template("cat-subscribe")]
