

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.



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Recycle Bin				
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	Sailing - Quiz		C ii	I

2. Click the trash can icon next to the item.

A warning message displays.

Permanently delete	
Are you sure you want to permanently Please note that this action can not be u	delete 'Sailing - Quiz'? undone
	Cancel Delete

3. 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.



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Filters ~ Video ×					
Media Type					
All Media					
🖸 Video					
Quiz					
Audio					
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- 1. Choose the boxes next to each media item you want to delete.
- 2. From the ACTIONS menu, choose **Delete**.



3. A warning message displays.



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4. Click Delete or Cancel.

O: 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.

Empty recycle bin	
Are you sure you want to permanently delete all items in the recycle bin? Please note that this action cannot be undone.	â
Cancel Delete	

3. Click Delete or Cancel.

Your Recycle Bin is empty.



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Recycle Bin								

The recycle bin is empty

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

[template("cat-subscribe")]