

Deleting YuJa Recordings

Deleting media removes content from both your *Media Collection* and any associated locations where it is shared or published.

Deleting Media

You can delete media from *Manage Media*.

1. Navigate to **Manage Media** at the top of the screen.
2. Choose the desired media you wish to delete from your *User Collection*.
3. Hover over the video and choose **Delete**.
4. Confirm the file deletion by typing *Confirm*.



Accessing the Recycle Bin

Deleted files will remain in the individual user's *Recycle Bin* for a period defined and chosen by the organization.

1. Navigate to **My Account** at the top of the screen.
2. Select *Recycle Bin*.
3. Click on individual files to *Permanently Delete* or *Restore*.

