

How to delete unneeded/wanted content on Medial

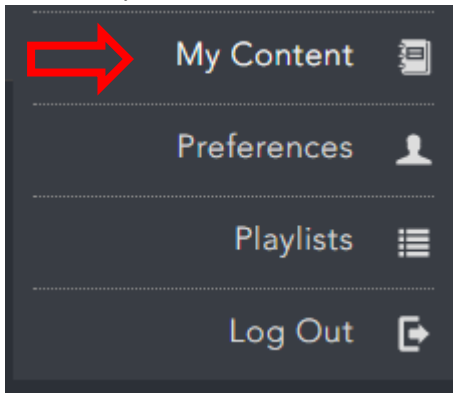
These are instructions to delete media from the Medial server.

NOTE- If your video just needs updating you do not have to delete first to update your video. Please see the "How to update a video in Medial" help doc.

1. Log in to Medial
2. Go "My Account" (Head icon)



3. Select "My Content"
4. Select "My Content"

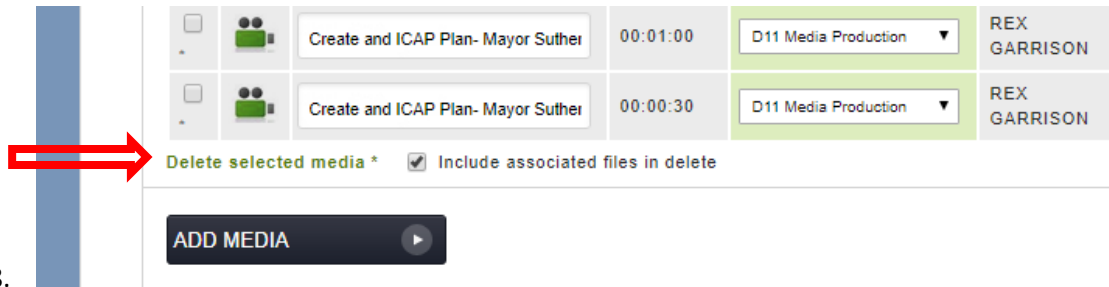


5. Check the box to the left of the media you want to delete.

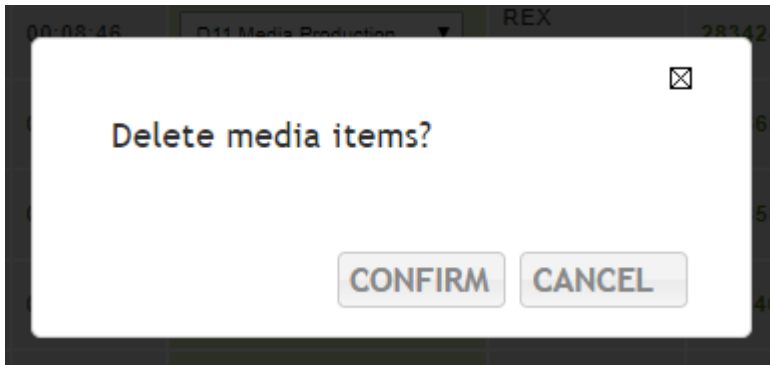
Media Listing					
Quick Edit: <input type="text" value="-"/> <input type="button" value="APPLY"/>					
<input type="checkbox"/>	Med	Title	Duration	Category	Contributor
<input checked="" type="checkbox"/>		TEST DELETE	00:00:30	D11 Media Production	REX GARRISON
<input type="checkbox"/>		Jenkins- PPLD Book Talk, 11-15-17	00:02:49	D11 Media Production	REX GARRISON
<input type="checkbox"/>		Rogers Elementary Health, Safety &	00:08:10	Rogers Elementary Schc	REX GARRISON
<input type="checkbox"/>		What's Next Senior? Event	00:00:31	Counseling	REX GARRISON

6. Scroll down to the bottom of the page. You will see "Delete selected media*". Next to this you will also see a check box "Include associated files in delete". Check this box if the media you
7. Scroll down to the bottom of the page. You will see "Delete selected media*". Next to this you will also see a check box "Include associated files in delete". Check this box if the media you

have selected to delete included any attachments like a Word doc, PDF, Excel or any other attachments.



- 8.
9. Confirm the deletion.



- 10.
11. Now it is gone. There is no undo from this point.