

Delete Content

Version 2

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Learn about the different ways you can delete content. You can delete your content by searching for it or from My Content. Space administrators and moderators can also delete space content from Manage Space. Site administrators can delete content from any space in the Control Panel.

Content types: Articles, blogs, cases, CMS pages, discussions and discussion replies, events, ideas, albums and photos, videos, and wiki pages.

Note Except for files, deleted content cannot be restored. Purged files cannot be restored.

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Search and Delete

1. Search for the content in the header search bar and click the content.
2. Click the gear or options icon > **Delete**.
3. Click **Yes**.

Delete Content in My Content

1. In the header, click your name > **Activity Stream**.
2. In the sidebar menu, click **My Content**.
3. Click a content type.
4. For the content, click the options icon > **Delete**.
5. Click **Yes**.

Delete multiple content

1. In the header, click your name > **Activity Stream**.
2. In the sidebar menu, click **My Content**.
3. Click a content type.
4. Check content.
5. Click **Delete**.
6. Click **Yes**.

Delete Content in Manage Space

Space administrators and moderators can delete content from Manage Space.

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the sidebar menu, click a content type.
4. For the content, click the options or gear icon > **Delete**.
5. Click **Yes**.

Delete multiple content

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the sidebar menu, click a content type.
4. Check content.
5. Click **Delete**.
6. Click **Yes**.

Delete Content in the Control Panel

Site administrators can delete content from the Control Panel.

1. Click the gear icon > **Control Panel** > **Content**.
2. Click a content type.
3. For the content, click the options or gear icon > **Delete**.

4. Click **Yes**.

Delete multiple content

1. Click the gear icon > **Control Panel** > **Content**.
2. Click a content type.
3. Check content.
4. Click **Delete**.
5. Click **Yes**.

Notes

- **General:** When you delete content, @mentions of the content are replaced by a blank space.
- **Cases:**
 - Cases can't be deleted in Manage Space or the Control Panel. Cases must be deleted by searching for the case or from My Content.
 - To delete multiple cases in My Content, first filter the case list by space.
- **CMS pages:** CMS pages must be deleted from Manage Space or the Control Panel.
- **Discussion replies:** Discussion replies must be deleted from the discussion page.
- **Events:**
 - Events can also be deleted from the calendar. Open the calendar, click the event, click the gear icon > **Delete**.
 - When you delete an event, you can choose to send a cancellation notification to event guests or not. The cancellation notification is sent in the site and as an email.
- **Files:**
 - When you delete a file, the file goes to the [Recycle Bin](#) . You can restore or purge files in the recycle bin.
 - Files can't be deleted in Manage Space or the Control Panel. Files must be deleted by searching for the file, from the files list, or from My Content.
- **Photos:** If you're deleting a photo, first click the album to open it, then click the options icon for the photo.
- **Wiki pages:** When you delete a wiki page, the child pages are not deleted. The child pages are moved up a level in the wiki tree.