

# DELETE A PRESENTATION FROM MYMEDIASITE



## Before you begin!

- ✓ Remember, **deleting presentations from Mediasite is permanent.** See our help document on “Enabling MP4 Downloads of Presentations” if you’d like to save a copy of your presentation prior to deleting it.
- ✓ Use the right browser – we recommend Google Chrome, Mozilla Firefox, or Safari.
- ✓ Make sure you’re the video’s owner – only the Villanova faculty or staff designated as the “Owner” of the video will be able to delete it.

## Step 1 of 5

Open a new internet browser window and go to MyMediasite at:  
<https://vums-web.villanova.edu/mediasite/mymediasite>

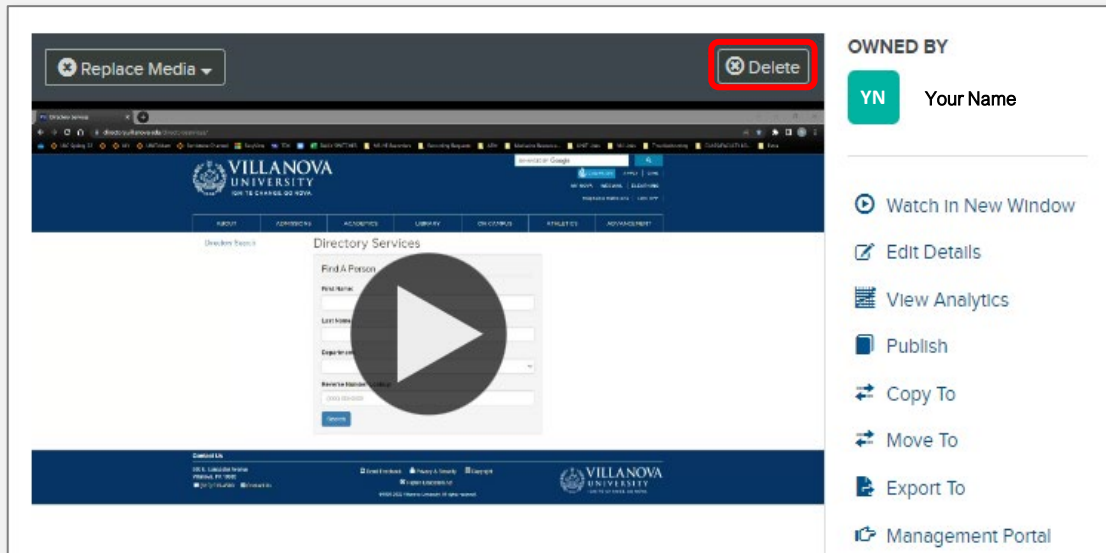
## Step 2 of 5

Login using your Villanova User ID and current password.

## Step 3 of 5

Select the presentation you would like to delete from your list of available content, either by clicking on the title of the video or its thumbnail image.

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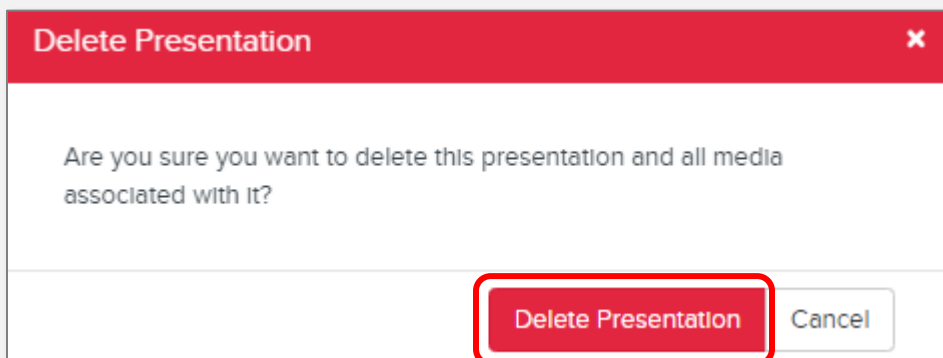


### Step 4 of 5

Click on the **Delete** button at the top-right corner of the video preview window (*see image above*).

### Step 5 of 5

The “Delete Presentation” pop-up window will appear on your screen. Click on the red **Delete Presentation** button to finalize the removal (*see image below*).



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