

# Delete Media Files

## Delete Files from a Local Media Library



This feature is available to [Site Manager](#) and [Course Author](#) accounts, depending on system configuration.

1. [Navigate to the local media library](#) within the product that contains the files to delete.
2. Select Delete Files in the media library menu.
3. Select the file type from the Select Section drop down.
4. Select one or more files to delete and then select Delete.
5. A prompt will ask you to confirm the deletion.

## Delete Files from the Global Media Library



This feature is available to [Site Manager](#) accounts.

1. [Navigate to the global media library](#) .
2. Select files to by highlighting them.
3. Select **Delete Selected** in the options menu.
4. Use your FTP client to remove files that were uploaded via FTP.
5. A prompt will ask you to confirm the deletion.