Delete Share Pod Content

Deleting Share Pod content is important if you want to reuse the same meeting room without cluttering it up with prior content.

Deleting Share Pod content using this method does not affect recordings of previous meetings.

To Delete Share Pod Content:

- Select **Pods** from the top of the screen
- Select **Manage Pods**...
- Select the item of Type: **Share** that you want to delete
  
  *note: You can sort by Type by clicking on the header ‘Type’*

- Click on **Delete**
- Click on **Done**

If you happen to delete all the Share Pods, you can create a new one.

- Select **Pods** from the top of the screen
- Select **Share**
- Select **Add New Share**