

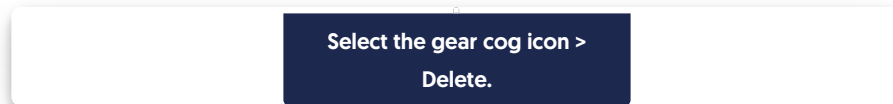


Delete a knowledge base

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To delete a knowledge base you no longer need:

1. Select the owl in the top left of the navigation bar or selecting the knowledge base dropdown and select **Dashboard**.
2. Select the gear icon in the top right of the knowledge base you want to delete.
3. Select **Delete**.



4. Once you select delete, a modal opens to confirm the action. The knowledge base's name will appear in **bold**.
5. If the named knowledge base is the one you want to delete, select **OK** to complete the deletion. (If it's not, select **Cancel** and find the correct knowledge base!)

If you accidentally delete a knowledge base, please [contact us](#) for help retrieving it.

If you don't intend to use that knowledge base slot for a new knowledge base and would like to stop paying for it, refer to [Remove an unused knowledge base slot](#) to downgrade your account and save some money.