# Adding and Deleting Media Types

This page details how to Add or Delete Media Types.

## Adding a new Media Type

Right-click a Customer and select `Add Media Type` This will launch the Edit New Media Window.



This will launch a `Edit New Media` window. The first tab on the `Edit New Media` window is the Identity tab. The Identity tab requires the input of a Media ID and a Media Type Description. You can add up to four characters as the Media-ID and up to twenty characters for the Media Type Description.

 The Options Tab provides options for the new Media Type. These options are identical to those in the Options Tab in the Media Type Properties Window.

Click Save

The next prompt will be to add the relevant repositories.

## Deleting Media Types

 Right-click a Media Type in the Customer Tree. Select “Delete Media Type”.

**Note:** Media Types that contain Repositories and/or Volumes cannot be deleted. For more information, see: Adding and Deleting Repositories Adding and Deleting Volumes

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