

Deleting a Data Extension ^[1]



December 5, 2019 by [jennifer.mortensen](#) ^[2]

We often hear from users who are trying to delete a data extension but can't seem to do so successfully even when using the "delete" option. Why? Marketing Cloud is tricky in this regard; to successfully delete a data extension from your business unit, you have to complete the deletion in two separate locations.

Step One: Delete from Import Menu

To delete a data extension from the import menu, login to Marketing Cloud and navigate to **Email Studio - Interactions - Import**.

Locate the data extension you want to delete, click the checkbox next to its name, and then select **Delete** from the menu.



Email

Overview

Content

Subscribers

Interactions



Activities

- Data Extract
- Report
- File Transfer
- **Import**
- Query
- Scripts
- Filter
- Data Factory Utility

Imports



Create



Delete



Name



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Step Two: Delete from Salesforce Data Extensions Menu

Next, still in Email Studio, navigate to **Subscribers - Salesforce Data Extensions**.



Email

Overview

Content

Subscribe

Subscribers



- **My Subscribers**
 - All Subscribers
 - My Lists
 - My Groups
 - Publication Lists
 - Suppression Lists
- Profile Management

My S



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All Subscrib

Lists

Groups

Profile Man

Preference

Data Extens

Salesforce

Use the **Search** tool to locate the data extension you want to delete. Then, click the checkbox next to it and click **Delete** from the menu.



Email

Overview

Content

Subscribe

Subscribers



- ☐ • My Subscribers
 - All Subscribers
 - 📁 My Lists
 - 📁 My Groups
 - 📁 Publication Lists
 - 📁 Suppression Lists
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- Preference Management

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Your data extension will then be removed from your Marketing Cloud business unit.

Display Title:

Deleting a Data Extension

Send email when Published:

Yes

Source URL: <https://www.cu.edu/blog/ecommerce-wiki/deleting-data-extension>

Links

[1] <https://www.cu.edu/blog/ecommerce-wiki/deleting-data-extension> [2] <https://www.cu.edu/blog/ecommerce-wiki/author/13789>