

How Do I ... Handle Harassing or Threatening Messages

http://www.uwo.ca/its/email/spam_phishing/handling_harassing_or_threatening_messages.html

Step 1: Consider informing the sender that you do not want to receive any further communications by replying:

Option 1 – reply

"I do not wish to receive any further communications from you of any sort."

Option 2 – reply with a CC to authorities (police@uwo.ca, nso@uwo.ca, equity@uwo.ca)

"I do not wish to receive any further communications from you of any sort. A copy of this e-mail is being forwarded to the Campus Community Police Service, University Network Security Office, and Equity & Human Rights Services. Further communication of any sort will result in immediate notification to University Authorities and the Police."

Note:

Sending the above e-mail to Campus Police, Equity & Human Rights Services and the Network Security Office is **for their information and tracking purposes only**. You will need to contact the appropriate department directly to assist you with various options, including further action if this is required.

Retain a copy of all e-mail messages. These will be required if any further action is taken later.

Step 2: If the sender persists

Contact Equity & Human Rights Services and/or Campus Police for advice or further action. The Network Security Office will be engaged directly by Campus Police as needed.

Equity & Human Rights Services:

Somerville House
Room 2319
519 661-3334 x83334
e-mail: <equity@uwo.ca>
<http://www.uwo.ca/equity/>

Campus Community Police Service:

Lawson Hall
Room 1257
519 661-3300 x83300 or x911
e-mail: <police@uwo.ca>
<http://www.uwo.ca/police/>

Network Security Office:

ITS, Support Services Building
519 661-3800 x83800
e-mail: <nso@uwo.ca>
<http://security.uwo.ca/>