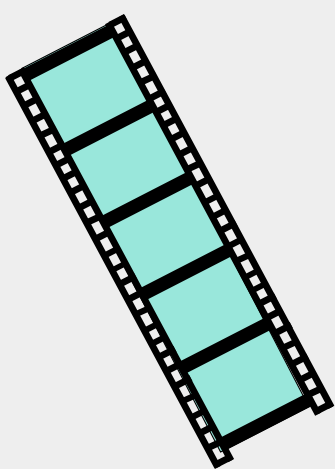# DOCUMENTING ONLINE HARASSMENT

1 ## WHAT TO DOCUMENT

Any and all evidence of the harassing communications, including photos, videos, posts, direct messages, comments, phone calls, emails, and/or texts. (Even if you aren't sure if you want to press charges or report it, it's still a good idea to document any harassment you face.)

2 ## TAKE SCREENSHOTS

Screenshots and screen-recording apps are essential tools to use in documenting online harassment. Take screenshots of comments, posts, and other harassment to preserve the evidence, even if the posts/comments are later deleted by the social media platform or the poster.

3 ## KEEP A RECORD

Keep a record or log of any harassing communications that includes the time, date, kind of contact, and the content of harassing contact. This can be useful for demonstrating a pattern of harassing or abusive behavior by one or more people.
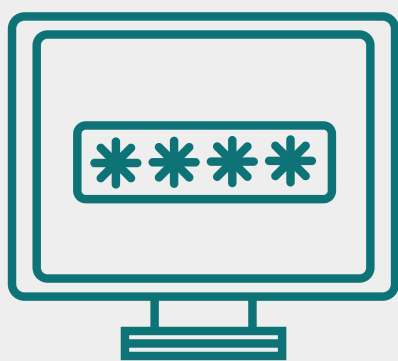
4 ## INCLUDE METADATA

Metadata is data about online information, including but not limited to the IP address an email was sent from, the exact date/time posts or comments were posted, geodata from photographs, and/or username(s) of harassers. Metadata can be instrumental in connecting a person to harassing communications, so include as much metadata as you can when documenting online harassment.
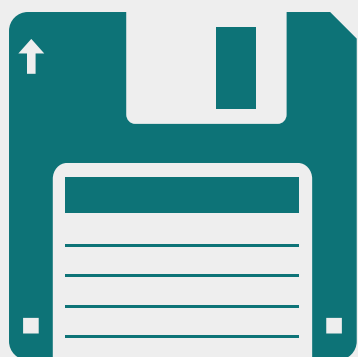
5 ## SAVE ALL THE EVIDENCE

Make sure you save a complete record of any harassing communications, not just the parts of the conversation that make the harasser look bad. Not including heated language, insults, or other potentially offensive terms that you use during an online argument may cause issues with court proceedings in the future.

If you or someone you know has experienced online harassment or any form of interpersonal violence, Respect advocates are available by calling 470-270-5360 or emailing respect@emory.edu.