



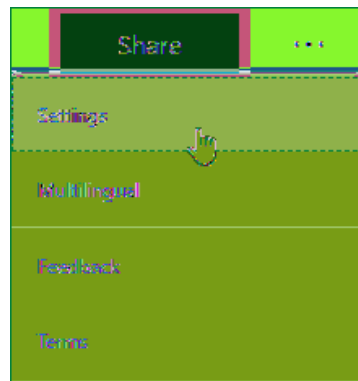
## Teams using Office 365 Forms Giving individual students extra time (i.e. Accessibility accommodations)

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With Microsoft Forms, you can create a form (such as a survey or poll) or quiz (such as a math exam for students). Use form and quiz settings to specify deadlines, identify form responders, display correct answers for quizzes, and to set other preferences for Microsoft Forms.

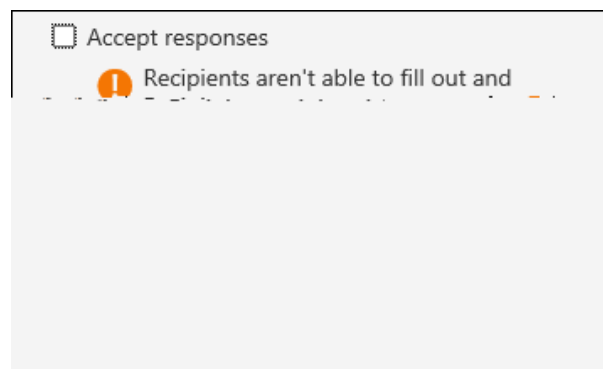
### Step 1

To get to form or quiz settings, select More form settings **⋮**, and then select Settings .



### Step 2

Accept responses - If this setting is unchecked, you turn off the ability to collect any additional form responses. You can also customize the default message that recipients see when trying to submit their response after you turn off this setting.



### Step 3

Start date and End date - You can specify an exact date and time when you want to start and stop collecting form responses. Click Start date , then click the date text box and select a date from the calendar control. Select a specific hour from the drop-down list of hour increments. Do the same for End date .

