

This list will help you keep track of each step of the SAM process. Check off each item as it's completed. Visit the "helpful links" for more information on each step.

1. Take an initial inventory of installed software.

- Microsoft Assessment and Planning Toolkit (MAP) (<http://aka.ms/samtooloverview>)

2. Track down existing licenses and documentation.

Helpful links:

- Microsoft Volume Licensing Service Center (VLSC) Overview (<http://www.microsoft.com/licensing/existing-customers/manage-my-agreements.aspx>)
- Microsoft Volume Licensing Service Center (VLSC) (<https://www.microsoft.com/licensing/servicecenter/default.aspx>)

3. Organize and analyze the results of the software inventory and license information.

Helpful links:

- Microsoft Product Licensing (<http://www.microsoft.com/licensing/about-licensing/product-licensing-overview.aspx>)
- How To Tell (<http://www.microsoft.com/en-us/howtotell/default.aspx>)
- Microsoft Assessment and Planning Toolkit (MAP) (<http://aka.ms/samtooloverview>)

4. Determine whether additional licenses are required and which licensing solution best fits your needs.

Helpful links:

- Microsoft Licensing Options (<http://www.microsoft.com/licensing/licensing-options/for-organizations.aspx>)
- Microsoft License Advisor (<http://www.microsoft.com/licensing/mla/>)

5. Determine a secure, central place to store original media, licensing documents and invoices.

6. Put an ongoing software asset management plan in place.

- SAM Briefs and Guides (<http://aka.ms/msftsamresources>)