1. Download windows github desktop app
2. (make sure you’re signed in on the app)
3. Click the plus sign on top left
4. Click clone software-engineering
5. Navigate to C:\xampp\htdocs
6. Click ok
7. Now everything should be located in C:\xampp\htdocs\software-engineering and to get to the site you would go to <http://localhost/software-engineering/website/> (I would save this as a bookmark in your browser)
8. Now anytime you make a change in the software-engineering folder github will recognize this change
9. To commit these changes to the github you would go to the desktop app, click changes at the top center of the page, now any changes you have made will be listed
10. Make sure all changes listed are ones you want to publish. Now at the bottom of the changes enter into “Summary” a description of the changes you have made
11. Click commit to master at the bottom
12. Click sync in upper right corner

Now we will both be in sync with each other’s changes. Before you start to work always hit the sync button, as this will pull into your folder all of the changes I have made so we are both working with the exact same files. When you are done making changes always upload them (steps 8-12) so that I can pull them into my folder also.