# Purpose

This document provides information on how to set up GitHub desktop and clone and sync repositories.

# Procedure

## **Download GitHub Desktop and Create Account**

1. Navigate to [GitHub Desktop](https://github.com/apps/desktop) and click the **Download now** button.
2. Click the **Download for Windows (64bit)** button.
3. Run the GitHub file to install.
4. Click the **Create your free account** link.
5. Create your account.
6. Sign in to your account from GitHub Desktop using the **Sign in to GitHub.com** button.

## **Clone the Repository**

You will need to clone the repository one time to access the repository on GitHub Desktop and on your local machine.

1. Click the **Clone a repository from the Internet…** button.
2. Click the **URL** tab.
3. Enter https://github.com/justinethompson-hexure/Admin-Help.git in the *Repository URL or GitHub username and repository* field.
4. Click the **Choose…** button in the *Local path* field.
5. Select a folder location to save the file path. Note: You will use this folder exclusively to work out of for all updates. This folder will be updated and synced using GitHub – see the section below for details.
6. Click the **Clone** button.
7. You should now see the Admin-Help repository.

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1. Find the Admin-Help folder in the file path you chose in step 5. As you make changes within the Admin-Help folder on your local desktop, changes will automatically display in GitHub Desktop.

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## **Sync and Push to the Repository**

You will need to sync the repository whenever other contributors have updated files. You might do this if someone tells you they have updated files, or daily.

**Sync Repository**

1. Ensure the current branch is on **main**.
2. Click the **Fetch origin** button. Any updates to the files will be pushed to your project folders.

**Push Changes to the Repository**

You will need to push your updates to the repository when you have completed your changes.

1. Enter a title for the update in the *Summary* field and enter a description in the *Description* field.

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1. Click the **Commit to main** button.
2. Click the **Push origin** button.

## **Resources**

* [Cloning a Repository](https://docs.github.com/en/repositories/creating-and-managing-repositories/cloning-a-repository)
* [Syncing your branch in GitHub Desktop](https://docs.github.com/en/desktop/working-with-your-remote-repository-on-github-or-github-enterprise/syncing-your-branch-in-github-desktop)
* [Pushing commits to a remote repository](https://docs.github.com/en/get-started/using-git/pushing-commits-to-a-remote-repository)