CcsSync

Install and Setup Guide

Your United schedule, in the calendar you already use.

Outlook and Google Calendar. On your phone, watch and PC.

Revised 11 October 2026

ccssync.com

CcsSync LLC · Richmond, Virginia

Before you start

CcsSync reads your schedule from CCS+ and writes it into a calendar of its own inside your Outlook or Google account. Your trips then appear everywhere that calendar already goes – phone, watch, tablet, car.

Setting up takes about ten minutes, once, and runs in three stages:

- **Install** – from the Microsoft Store, or download from ccssync.com.
- **Sign in to CCS+** – using your CCS+ *sync* password.
- **Choose your calendar** – Outlook, Google, or both.

Free for 30 days, with nothing to sign up for

CcsSync works from the first time it opens: no key, no card and no email. The main window shows how many days are left. You only need a licence key when you decide to keep it – that is the last part of this guide.

What you need

A Windows PC, your CCS+ file number and sync password, and an Outlook or Google account. Nothing is installed on any United system, and CcsSync never writes anything back to CCS+.

On a Mac?

This guide is for Windows. CcsSync for Mac has its own guide at **ccssync.com/guide-mac**.

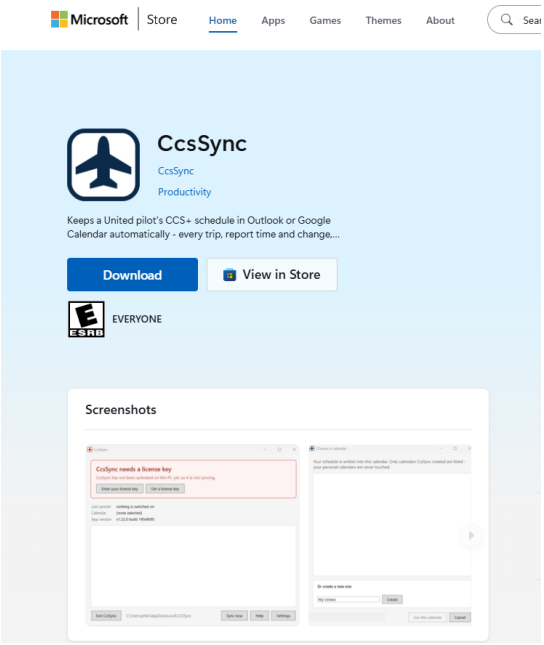
One PC at a time

When you subscribe, your key activates one PC at a time, and you can move it between PCs whenever you like – see the last part of this guide.

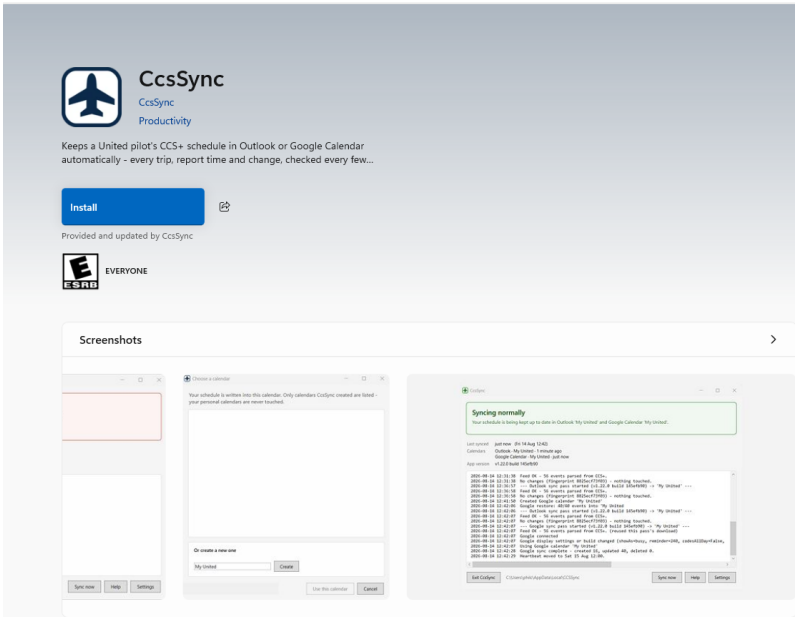
Part 1 – Install from the Microsoft Store

There are two ways to get CcsSync onto your PC: from the Microsoft Store, or as a download from ccssync.com. **The Store is the easier one** – there is nothing to download by hand and no browser warning to get past, because the Store checks the program and installs it for you. If you would rather download it yourself, skip to the next part.

1. Open this link on the PC you want CcsSync on: **apps.microsoft.com/store/detail/XPDNZQD79BPBJQ**
2. Press **Download**. If the Store app opens, press **Install** (or **Get**) there.
3. Wait for the button to change to **Installed**. That is the whole install – the Store runs the installer quietly in the background, so you will not see any setup screens.
4. CcsSync opens on its own a moment later. If it does not, find **CcsSync** in the Start menu. (The Store shows no Open button for this kind of app.)



The link opens CcsSync's page on the Store website. Press Download.



The Store app then opens on the same page. Press Install and wait for it to change to Installed.

Why the Store

A program you download from a website is treated with suspicion until it has been downloaded many thousands of times – browsers hide the file behind warnings, and security add-ons can delete it without saying so. A Store install skips all of that: Microsoft has already checked the program and its signature.

Installing for yourself only

CcsSync installs under your own Windows account and never asks for an administrator password. Everything it keeps – settings, sign-ins, flight history – lives under your account too.

Part 2 – Or download from ccssync.com

If you installed from the Store, skip this part. Otherwise:

1. Go to **ccssync.com** and press **Free 30-day trial – Windows**.
2. Your browser saves the installer to your Downloads folder. Its name starts with **CcsSync** and ends in **setup.exe**.

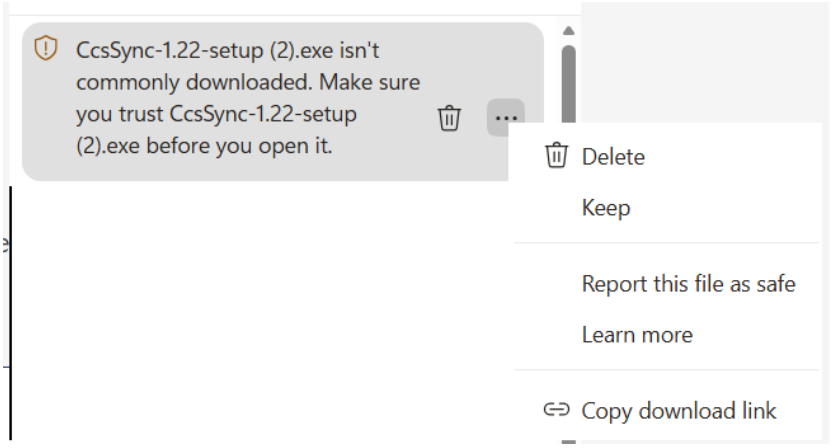
The part that trips people up

CcsSync is digitally signed by CcsSync LLC, but browsers and security software are cautious about *any* program that has not yet been downloaded many thousands of times. That caution can cost you the file without telling you, in two ways.

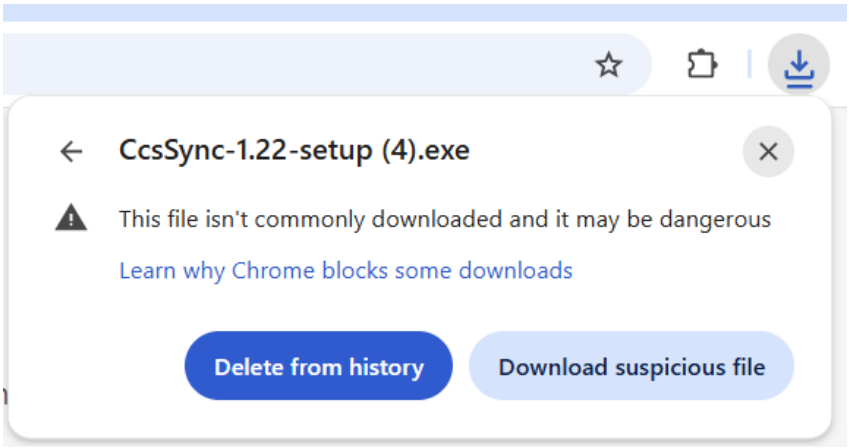
> **Trap 1 – the download simply vanishes**
>
> Browser security add-ons – **McAfee WebAdvisor** and **Norton Safe Web** are the usual pair, and they come preinstalled on many new PCs – can delete the file straight out of your downloads with no dialog and no warning. If the file is simply gone from the list, open your browser's **Extensions** page, turn those add-ons off, download again, then turn them back on.

> **Trap 2 – the obvious button is the wrong one**
>
> Edge shows a confirmation box in which **Delete** is the highlighted default and **Keep anyway** is hidden inside the small arrow attached to it. Pressing Enter, Escape, or the X all discard the file. Click the arrow, then **Keep anyway**.

1. Open your browser's downloads list.
2. Choose the **…** menu next to the file and pick **Keep**.
3. If asked again, open the arrow next to **Delete** and choose **Keep anyway**.



Edge's confirmation box. Keep anyway is inside the arrow beside Delete — not a button of its own.



Chrome words the same warning more harshly. It means the same thing: a program without a download history yet.

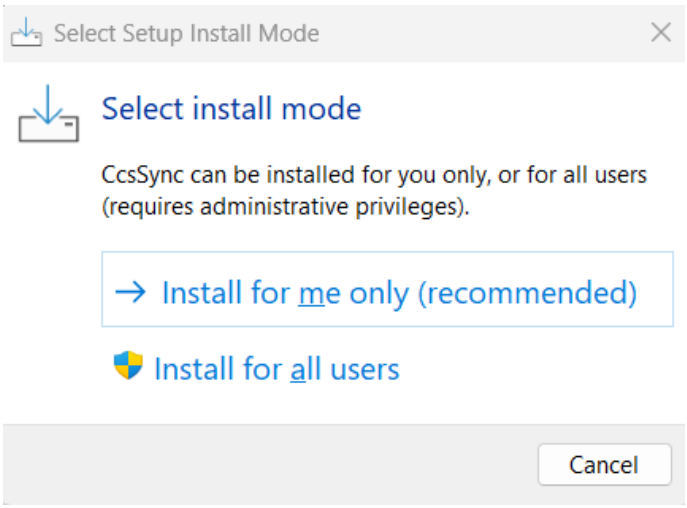
> **If this is more trouble than it is worth**
>
> That is exactly what the Store route in Part 1 avoids. Nothing is lost by switching to it now.

Run the installer

Double-click the downloaded file to start. It takes a few seconds.

Choose how to install

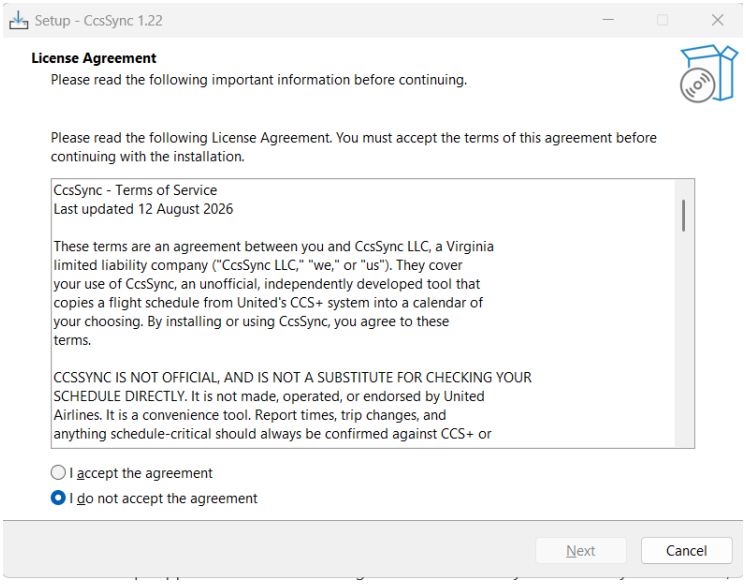
The first thing the installer asks is whether to install for you or for everyone on the PC. **Install for me only** is the right answer for almost everybody – it needs no administrator password and keeps everything under your own account.



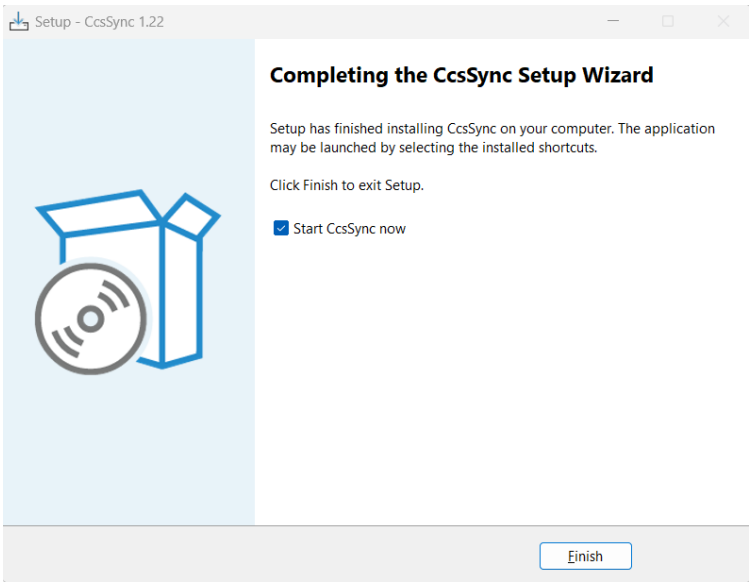
The Select Install Mode screen. Install for me only is the usual choice.

The rest of the installer

Accept the terms when asked, then let it finish. Everything CcsSync needs to run is inside the installer – it does not download anything and does not ask you to install anything else.



The installer's licence terms.



The final page, ready to launch CcsSync.

Upgrading later

If you installed from the Store, updates come through the Store: open it, go to **Library**, and press **Get updates**. If you installed from a file, run the new file over the top – you do not need to close CcsSync first. Either way your licence, calendars and flight history all carry over.

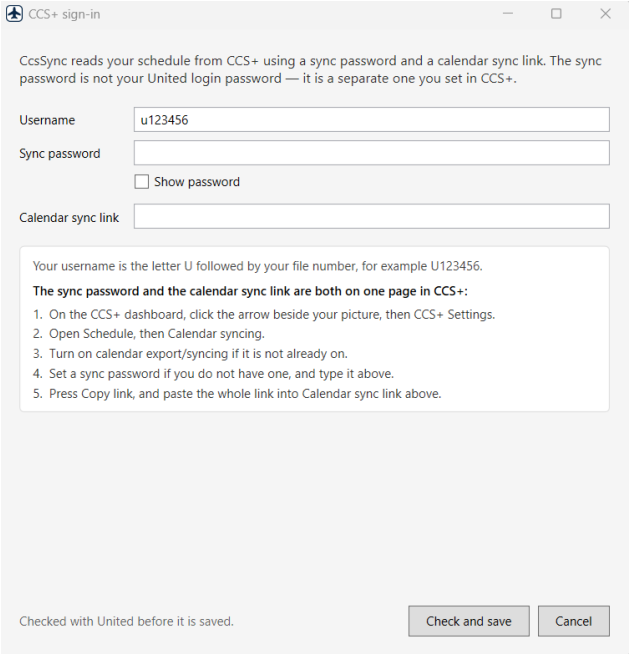
Part 3 – Your CCS+ sync password

The first time CcsSync opens, the banner at the top of its window reads **Not set up yet**, and beside the version number it says **Free trial: 30 days left**. Press **Set up CcsSync**.

CcsSync asks for the details it uses to read your schedule from United. These are not your normal CCS+ login details – read the warning below before you type anything.

1. **Username** – the letter U followed by your file number, for example U123456.
2. **Sync password** – your CCS+ *sync* password. Tick **Show password** if you want to see what you typed.
3. **Calendar sync link** – press **Copy link** in CCS+ and paste it here.
4. Press **Check and save**.

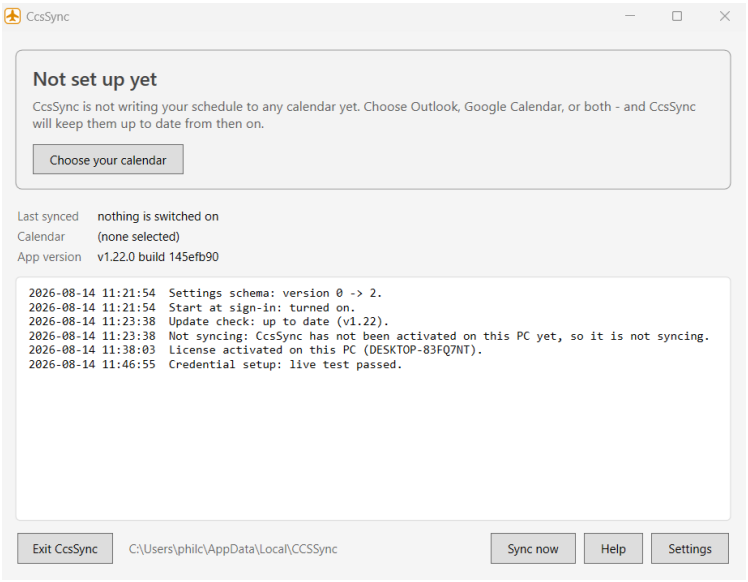
The five steps for finding all of this inside CCS+ are printed beside the boxes in that window, so you do not have to remember them.



The CCS+ sign-in window. The five steps through CCS+ are printed beside the boxes.

> **The single most common mistake**
>
> Using your United *login* password instead of the CCS+ *sync* password. They are different, and the sync password is one you generate inside CCS+ specifically for calendar syncing. If United rejects your details, this is almost always why – nothing is saved, so just try again with the sync password.

CcsSync tests the details against United before saving anything, trying the connection a few ways in turn because United's server is particular about how it is spoken to – the first check can take up to a minute. If the details are right you will see **United accepted your details. Saved on this PC, encrypted.**



Details accepted and saved, encrypted, on this PC.

While you are in CCS+: tick the layover fields

CCS+ lets you choose which pieces of information go into the calendar feed, and each pilot picks their own. CcsSync shows whatever you have chosen – it cannot show anything you have switched off.

> **This is where the hotel and pickup times come from**
>
> If the layover fields are not ticked in CCS+, your calendar entries will have no hotel, no address, no pickup provider and no pickup time – and nothing will look broken, because from CcsSync's side nothing is. It is worth switching all of them on while you are in there. This is the difference between a calendar that lists your trips and one you can actually run a layover from.

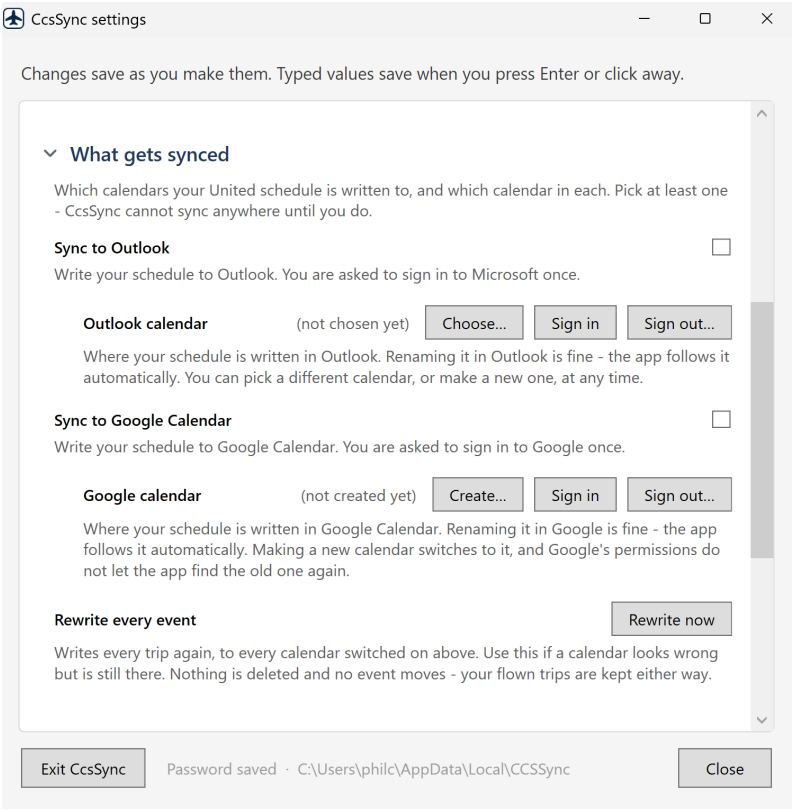
One entry per trip, or one per flight

CCS+ can send each trip as one all-day entry, which is its usual setting, or each flight as its own entry at its real departure and arrival times. For the second: On the CCS+ dashboard, click the arrow beside your picture, then **Calendar syncing** → **Edit calendar sync settings**; on the **Trips** tab choose **As individual flight segments**. CcsSync follows whichever you pick on its next check – with flight segments, a trip shows in your calendar as blocks at the times you are actually flying, titled by flight number. Trips already in the calendar from before the switch stay as they were, as history.

CcsSync can also do this itself, from the usual feed, and keep the layover details: **Settings** → **Your calendar** → **How trips are written** offers **One per trip**, **One per flight** (each flight at its real times, with the hotel and pickup under the flight that lands into the layover, and the report and release on the first and last) or **Both**. Trips already flown stay as they are.

Part 4 – Choose your calendar

As soon as your feed details are saved, the banner on the main window changes to **Choose your calendar**. Press it. CcsSync opens Settings for you, already scrolled to **What gets synced** – you do not have to go looking.



What gets synced, opened straight from the banner. Nothing is switched on and no calendar is set — this is a new install.

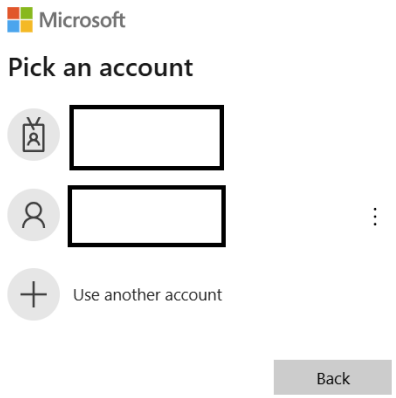
Press **Choose…** on the Outlook calendar row, or **Create…** on the Google one. You will be asked to sign in first. Once the calendar exists CcsSync switches that provider on and syncs straight away – you do not have to tick anything.

Set up at least one. Doing both is fine, and they run independently, so a problem with one never stops the other.

> **On a new install you are creating, not choosing**
>
> CcsSync writes into a calendar of its own and can only see calendars it made itself. On a brand-new install there aren't any, so the list you are shown is empty and what you actually do is **create one and give it a name**. Type whatever you like – **My United** is a good default. That is the name you will see in Outlook or Google, and you can rename it there later without telling CcsSync.

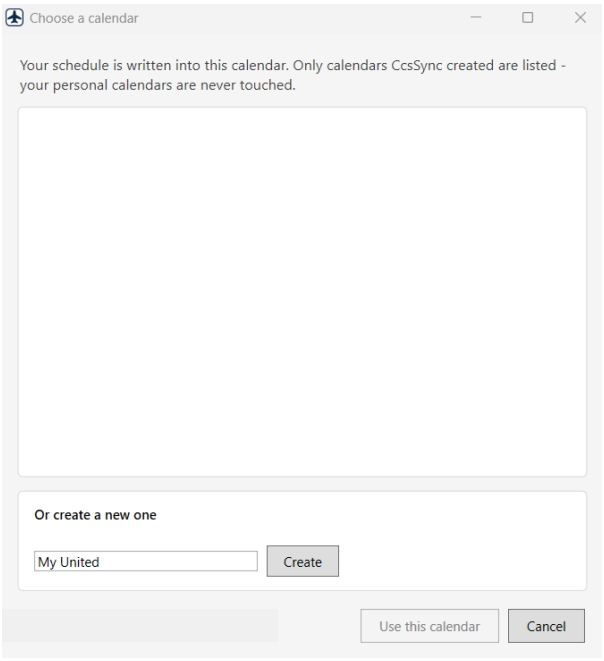
Outlook

Sign in to your Microsoft account when asked.



Signing in to your Microsoft account.

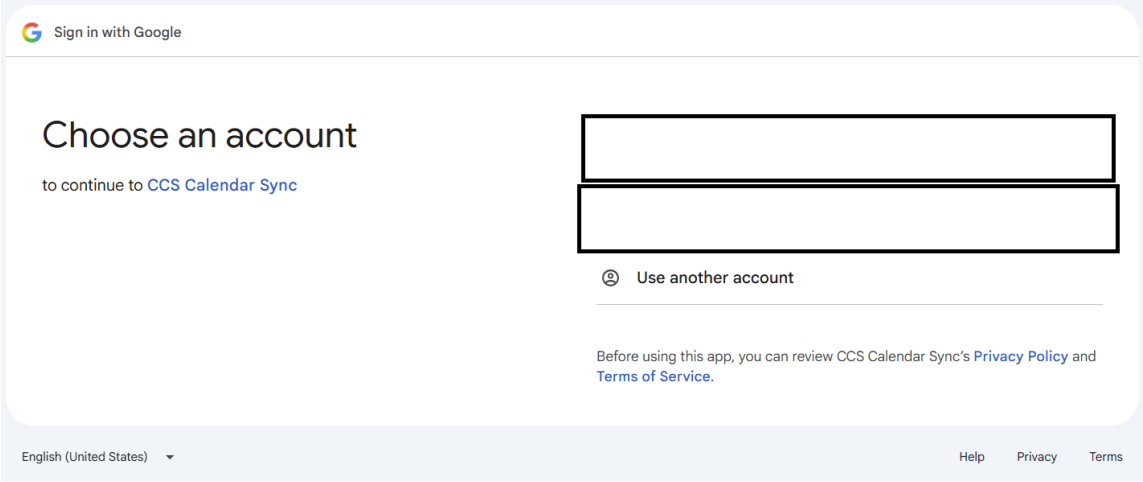
Under **Or create a new one**, type a name and press **Create**. Your personal Outlook calendars are never listed and never touched.



The Outlook calendar window. On a brand-new install the list is empty — use Or create a new one.

Google

Google asks you to sign in, then shows its permission screen. Read the next box before you click through it – this is the single most common thing that goes wrong.

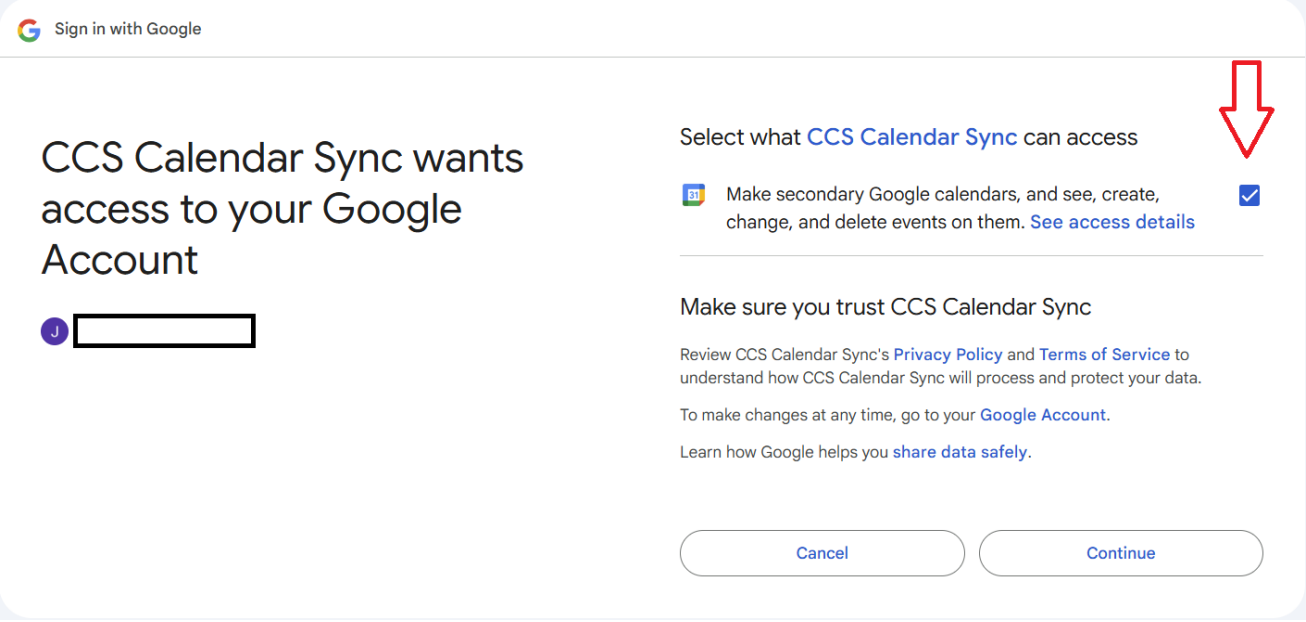


Signing in to your Google account.

The one step that trips people up

Google's permission screen has a **tick box for calendar access, and it is not ticked by default.** If you press Continue without ticking it, sign-in still looks like it worked – but CcsSync cannot write anything, and every attempt fails silently in the background.

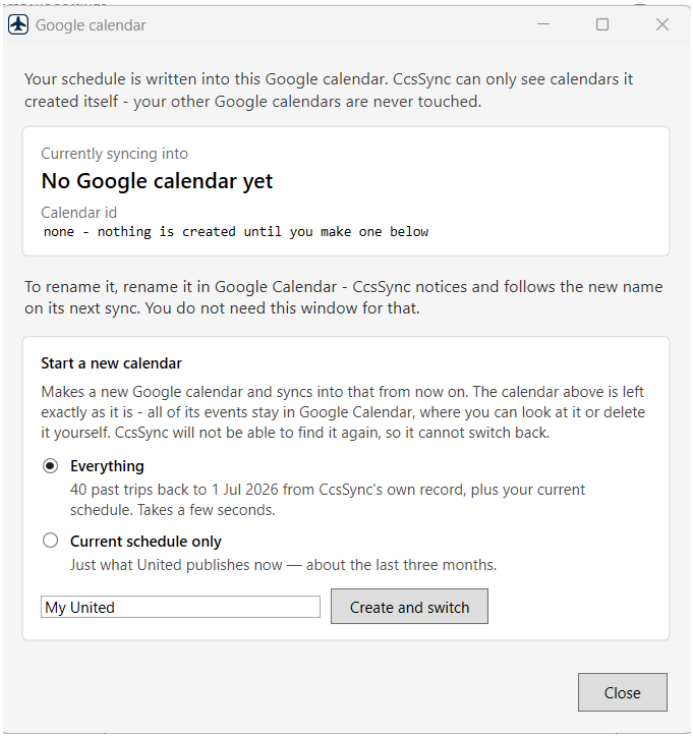
Tick the calendar box before pressing Continue. If you are signing in again after a problem, Google may show an Allow / Deny choice instead of a tick box – in that case, choose **Allow**.



Google's permission screen. This is the box that must be ticked.

The Google calendar window then opens. It will say **No Google calendar yet**. Under **Start a new calendar** you type a name, choose what to put in it, and press the button beneath.

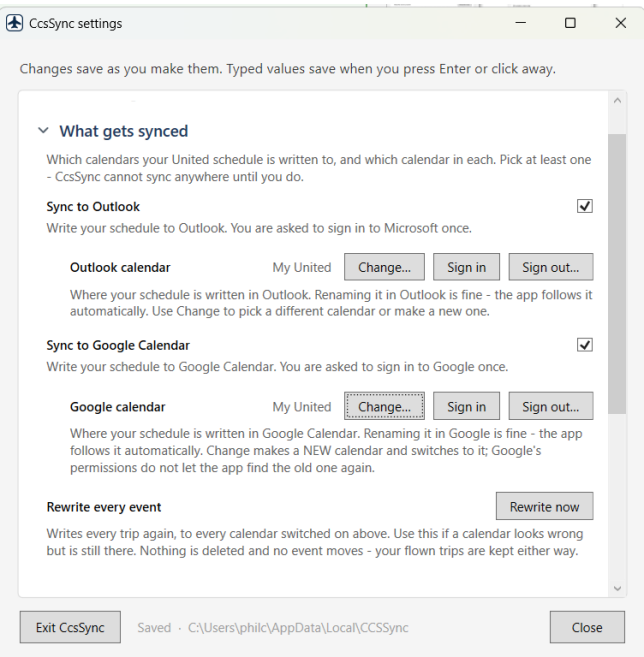
- **Everything** – every trip CcsSync has ever recorded for you, plus your current schedule.
- **Current schedule only** – just what United publishes now, about the last three months.



The Google calendar window: the name, what to put in it, and the button, all on one page.

When both are done

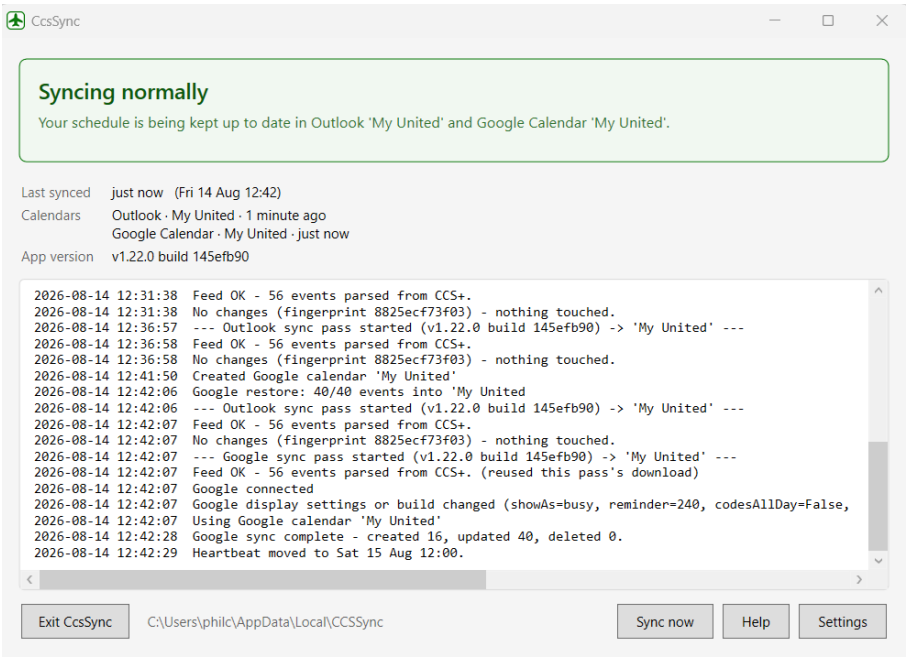
Back in Settings, each calendar row now names the calendar it is writing to, and under its buttons says who is signed in.



What gets synced, with both providers connected to a calendar.

Part 5 – Check it is working

Look at the banner across the top of the main CcsSync window. It always says what is happening in plain language. When everything is set up, it reads **Syncing normally**.



The main window, reading Syncing normally.

Look in the right calendar

CcsSync creates its own calendar rather than writing into your main one, so your trips will not be mixed in with your existing events. In Outlook or Google, make sure the CcsSync calendar is switched on and visible.

And give it a moment

CcsSync writes when your schedule actually changes, so on a quiet day the first entries may not appear immediately.

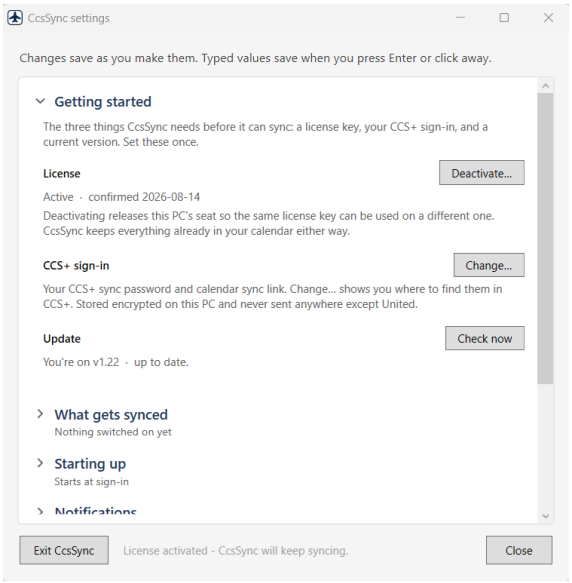
Part 6 – The free trial and your licence key

CcsSync is free for 30 days from the first time it opens, and needs nothing from you to start. The main window counts the days down beside the version number. There is nothing to do in this part until you decide to keep it.

When you decide to keep it

1. Click **buy a key** in the main window, or go to **ccssync.com** and choose **subscribe**. It is $20 a year.
2. Complete the checkout. **Your licence key is emailed to you.** It is not shown on the confirmation page, so look for the email.
3. In CcsSync, open **Settings** and **Getting started**. Paste the key into the **License key** box and press **Activate**.

Once the key is accepted the row changes shape – it becomes a status line showing your subscription, with a **Deactivate…** button in place of Activate. The trial line disappears from the main window. Your calendars, settings and flight history carry straight on.



After activation: the licence row becomes a status line.

What the email looks like

It will **not** come from a ccssync.com address, which is why it is easy to miss. Purchases are handled by Lemon Squeezy, our payment provider, so:

From: CcsSync (via Lemon Squeezy)
Sender address: hello@lemonsqueezy-mail.com
Subject: Your CcsSync receipt

Inside, under **Order Confirmation**, you will see your order number and below it a line labelled **License key**. That is the one you want. There is also a **View Order** link, which takes you to the same key online if you lose the email.

If it has not arrived

Check your junk or spam folder first – that is where it usually is, because the sender domain is not one you have had mail from before. If it still has not appeared after a few minutes, email **support@ccssync.com** and we will send the key over.

If the 30 days run out first

CcsSync stops updating your calendar and its banner reads **CcsSync needs a license key**. Nothing is lost: everything already in your calendar stays, and so do your settings and flight history. Enter a key and it carries on from where it stopped.

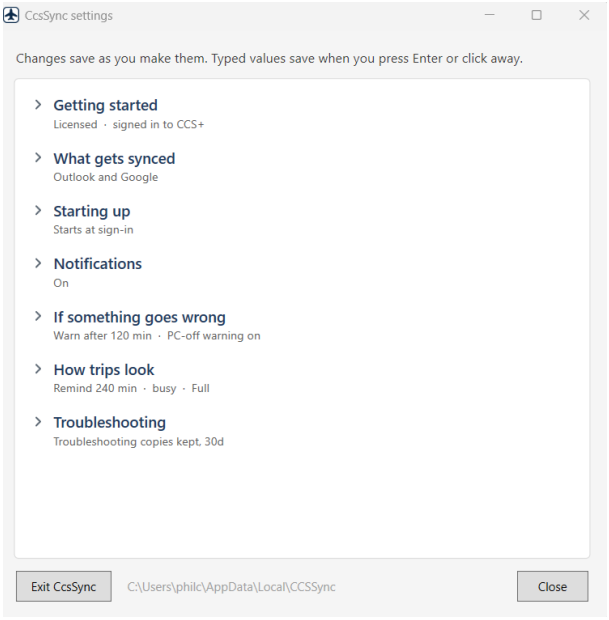
Keep your key somewhere safe, and one PC at a time

The key is what proves your subscription – treat it like a password. It activates one PC at a time. To move it, press **Deactivate…** on the old PC first – that frees the seat – then activate on the new one with the same key. The same key also works on a Mac.

Living with CcsSync

Finding your way around Settings

Settings is organised into sections that fold away. You have already used the top two – **Getting started** and **What gets synced**. Everything below them can be left alone until you want to change something.



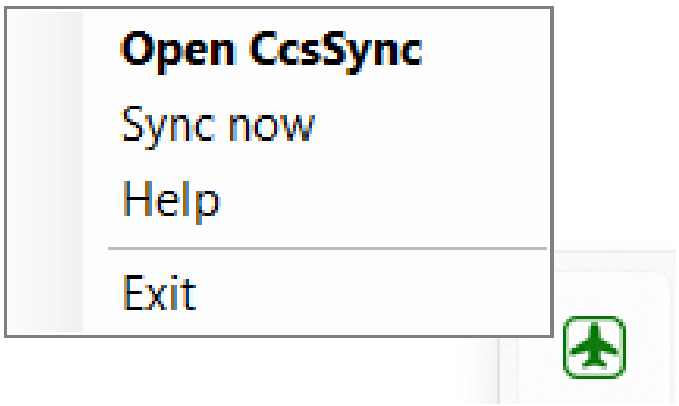
Settings with the sections folded, on a PC that is fully set up.

The tray icon

CcsSync starts when you sign in to Windows and opens its window. If you would rather it started out of the way, turn on **Run minimized** under **Starting up** in Settings.

Either way it also sits in the notification area near the clock. Windows often hides new icons there, so **click the small chevron** to show hidden ones.

- Double-click the icon to open the main window.
- Right-click for a menu: **Open CcsSync**, **Sync now**, **Help** and **Exit**.
- **Sync now** checks straight away and writes every trip again, counting as it goes. CcsSync checks every five minutes on its own.



The tray icon with its right-click menu open.

> **Closing the window does not stop CcsSync**
>
> It just hides it, and syncing carries on in the background – which is what you want. The only thing that actually stops it is **Exit**, from the tray menu or the Exit CcsSync button.

Syncing while the PC is asleep

CcsSync only syncs while the PC is awake. If you would like it to keep your calendar current overnight, open **Settings** → **Starting up** and set **Wake this PC to sync** to every 2, 4 or 8 hours. Windows then wakes the PC at that interval, CcsSync runs one check, and the PC goes back to sleep on its own a few minutes later.

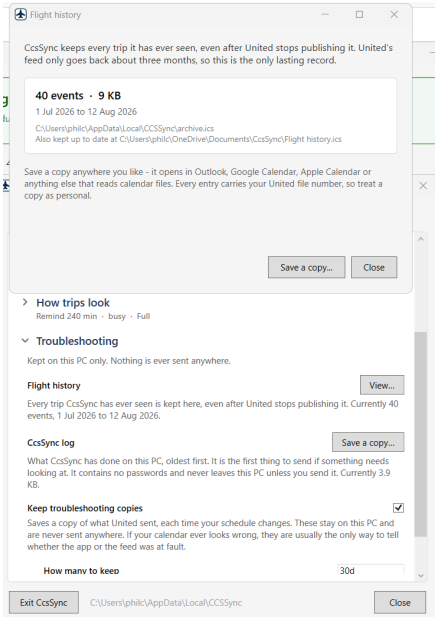
> **It needs the PC plugged in**
>
> Windows ignores wake timers on battery, and the Settings row shows what this PC's power plan allows. On a Modern Standby PC – most recent laptops – Windows decides when the machine surfaces, so the timer is a request and syncing while asleep happens a few times a night rather than at set times; the row says which kind of PC this is. The log in the main window shows each time the timer is armed and each time it fires.

> **A restart ends it until you sign in again**
>
> If Windows restarts the PC overnight for an update, nobody is signed in afterwards, so CcsSync is not running and nothing wakes the PC. Windows can sign you back in on its own after an update restart: **Settings** → **Accounts** → **Sign-in options** → **Use my sign-in info to automatically finish setting up after an update**. With that on, CcsSync comes back with Windows and picks the timer up again.

Your flight history

United's own feed only reaches back about three months. CcsSync keeps a permanent record of every trip it has ever seen, which is the only lasting copy you have.

In Settings, open **Troubleshooting** and press **View…** beside your flight history. **Save a copy…** writes it out as a standard calendar file that opens in Outlook, Google Calendar, Apple Calendar or anything else, and **Put back into Outlook…** or **Put back into Google…** adds anything that calendar is missing. A copy is also kept automatically at **Documents\CcsSync\Flight history (your PC's name).ics**.



The flight history screen.

If something looks wrong

The banner at the top of the main window names the problem directly. Find yours here, then follow the action.

What the banner says	What it means, and what to do
Syncing normally	All good. Nothing to do.
Not set up yet	You have not finished choosing a calendar. Go back to Part 4.
Nothing is being synced	Every calendar is switched off. Turn one on in Settings, under **What gets synced**.
CcsSync needs a license key	The free trial has ended, or a subscription has lapsed. See Part 6.
Syncing has stopped – United rejected your CCS+ sync password	United changed or invalidated your sync password. Open CcsSync and enter it again. Check you are using the CCS+ *sync* password, not your United login.
Sign in to [calendar] again	Your sign-in expired or was revoked. In Settings, press **Sign in** on that provider's row. If it is Google, re-read Part 4 first – the tick box is the usual cause.
Your calendar no longer exists	The calendar was deleted or is no longer reachable. Open CcsSync and follow the on-screen prompt to pick or create another.
CcsSync needs restarting	Right-click the tray icon, choose **Exit**, then start CcsSync again from the Start menu.
Not syncing right now	Normal for a laptop that was asleep or offline. It clears itself once you are awake and connected.

> **There is more help inside CcsSync itself**
>
> And it works with no internet connection – useful anywhere. It covers every message above in more detail, plus changing calendars, signing out, uninstalling, and getting your flight history out.

Getting help

Email **support@ccssync.com**. It helps enormously if you say exactly what the banner in the main window says, and what you were doing when it appeared.

CcsSync is an unofficial, independently developed tool. It is not made, operated, or endorsed by United Airlines. Always confirm report times and schedule changes against CCS+ directly – never against your calendar alone.

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CcsSync LLC, Richmond, Virginia. ccssync.com