CcsSync for Mac

Install and Setup Guide for Mac

Your United schedule, in the calendar you already use.

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

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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, in three stages:

- **Install** – download from ccssync.com and drag CcsSync to Applications.
- **Connect CCS+** – the calendar sync link, your username and your *sync* password.
- **Choose your calendar** – Outlook, Google, or both.

What you need

A Mac with macOS 14 or later, your CCS+ calendar sync link, username and sync password, and an Outlook or Google account. Nothing is installed on any United system, and CcsSync never writes anything back to CCS+.

No key needed to start

CcsSync works for 30 days from the first time it opens, with no key, no card and no email. You only need a licence key to carry on after that – see Part 2.

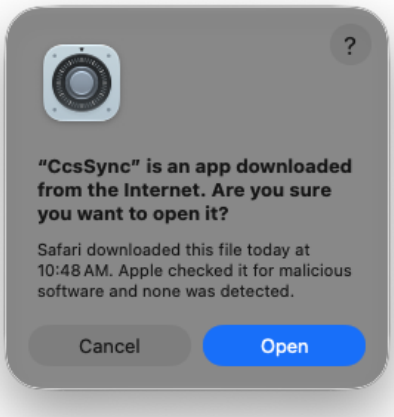
Part 1 – Download and install

1. On your Mac, go to **ccssync.com** and press **Download for Mac**.
2. Open the file that downloads from your Downloads folder – its name starts with **CcsSync** and ends in **.dmg**. A window opens showing CcsSync and your Applications folder.
3. **Drag CcsSync onto Applications.** That is the whole install.
4. Open **Applications** in Finder and open **CcsSync** from there.
5. macOS says CcsSync was downloaded from the Internet and that Apple checked it for malicious software. Press **Open**.



The window that opens. Drag the CcsSync icon onto Applications.

> **Do not open it from this window**
>
> If you are used to Windows, the instinct is to press Open on the icon in this window. Don't: that runs CcsSync from the download instead of installing it, and it will not start again after a restart. Drag it to Applications, then open it from there.

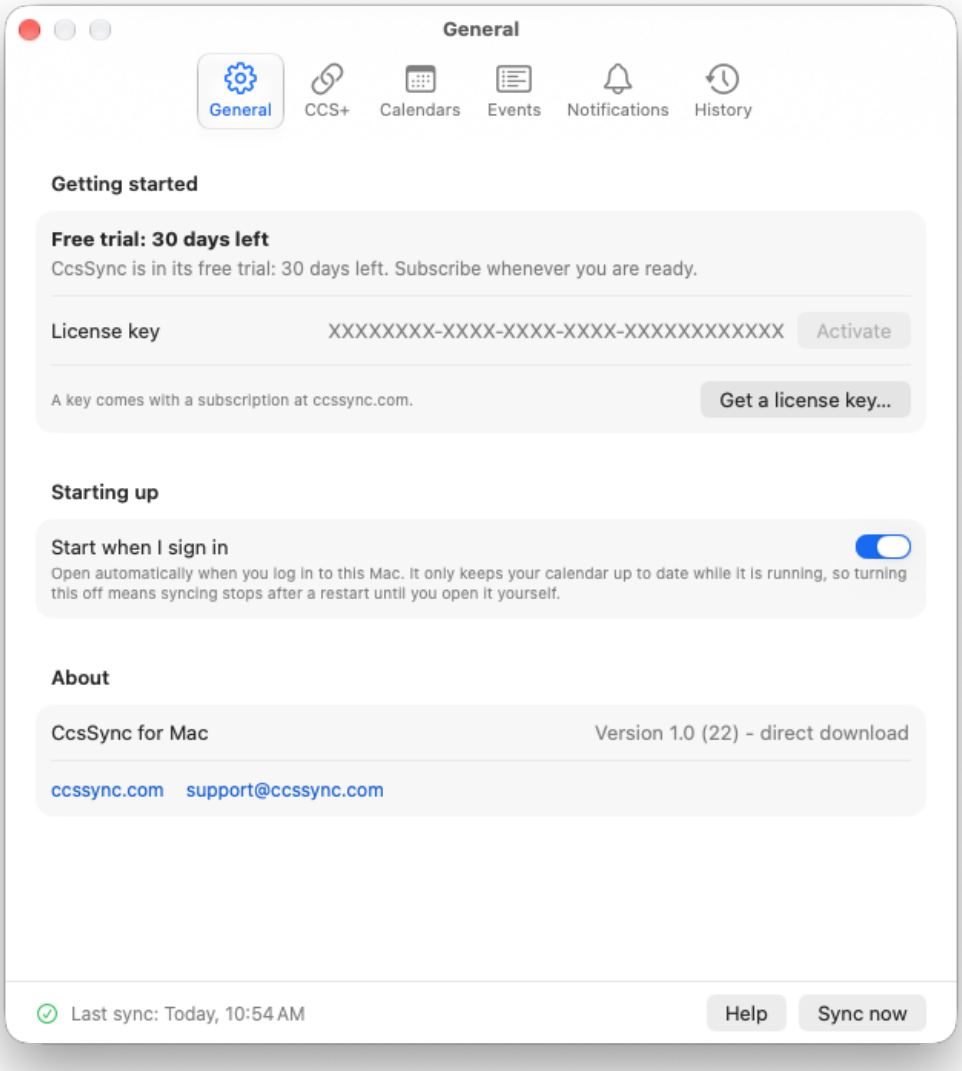


The first time you open it. This is macOS's normal question for anything downloaded; press Open.

CcsSync has no window of its own in the Dock. It lives in the **menu bar**, at the top right of the screen, as a small icon. The first time it runs, its Settings window opens by itself, because there is setting up to do.

Part 2 – The free trial and your key

The **General** tab shows how many days of the free trial are left. For the first 30 days there is nothing to do here.



Settings, General. The trial counts down here, and the version is at the bottom.

When you decide to keep it

1. Go to **ccssync.com** and buy a subscription ($20 a year).
2. **Your licence key is emailed to you.** It is not shown on the confirmation page. The email comes from Lemon Squeezy, our payment provider, so look for “Your CcsSync receipt” – in junk, if it is not

in your inbox.

3. In CcsSync, open **Settings › General**, paste the key into **License key** and press **Activate**.

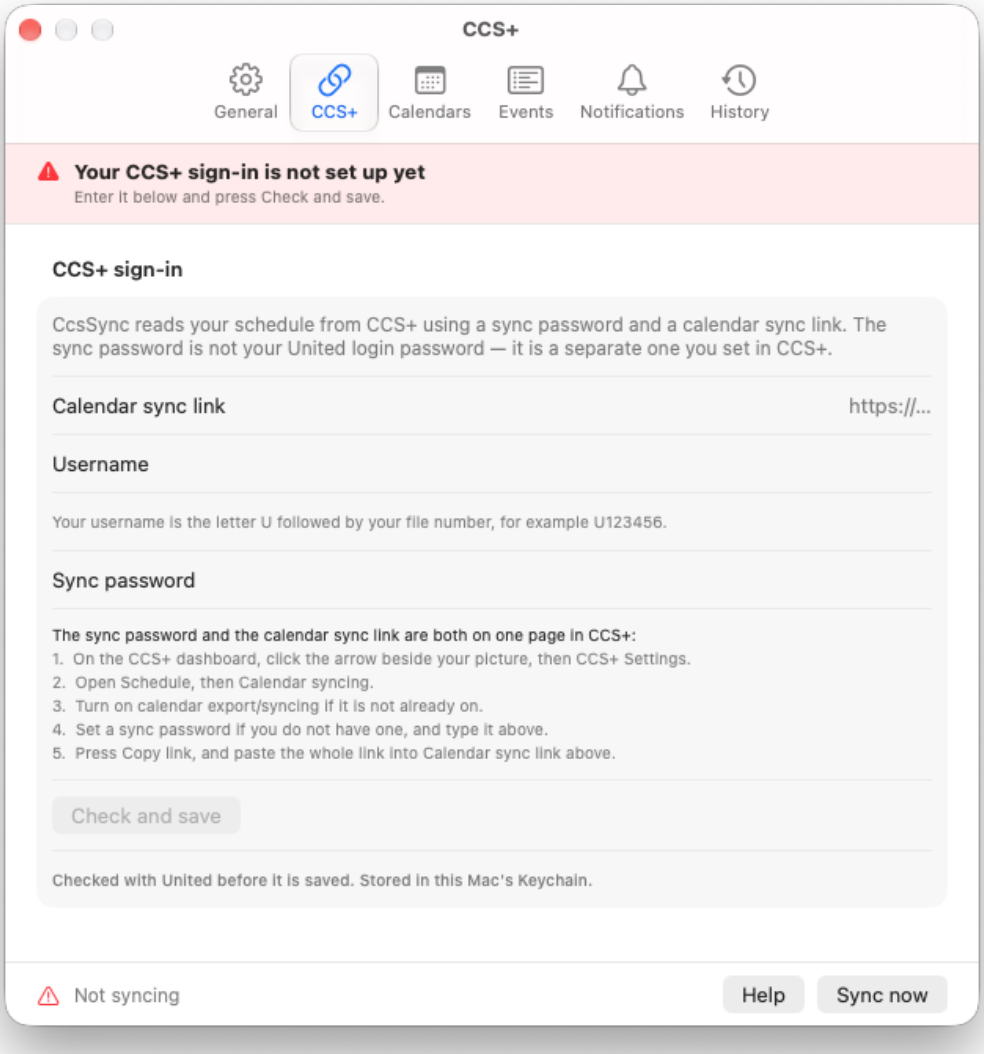
> **One computer at a time**
>
> A key activates one computer at a time. To move it, press **Deactivate** on the old computer first, then activate on the new one. The same key works on a Mac or a Windows PC.

> **If you got CcsSync from the Mac App Store**
>
> There is no key. The General tab has a **Subscribe** button instead, and the subscription, with its free first month, is handled by your Apple Account. Everything else in this guide is the same.

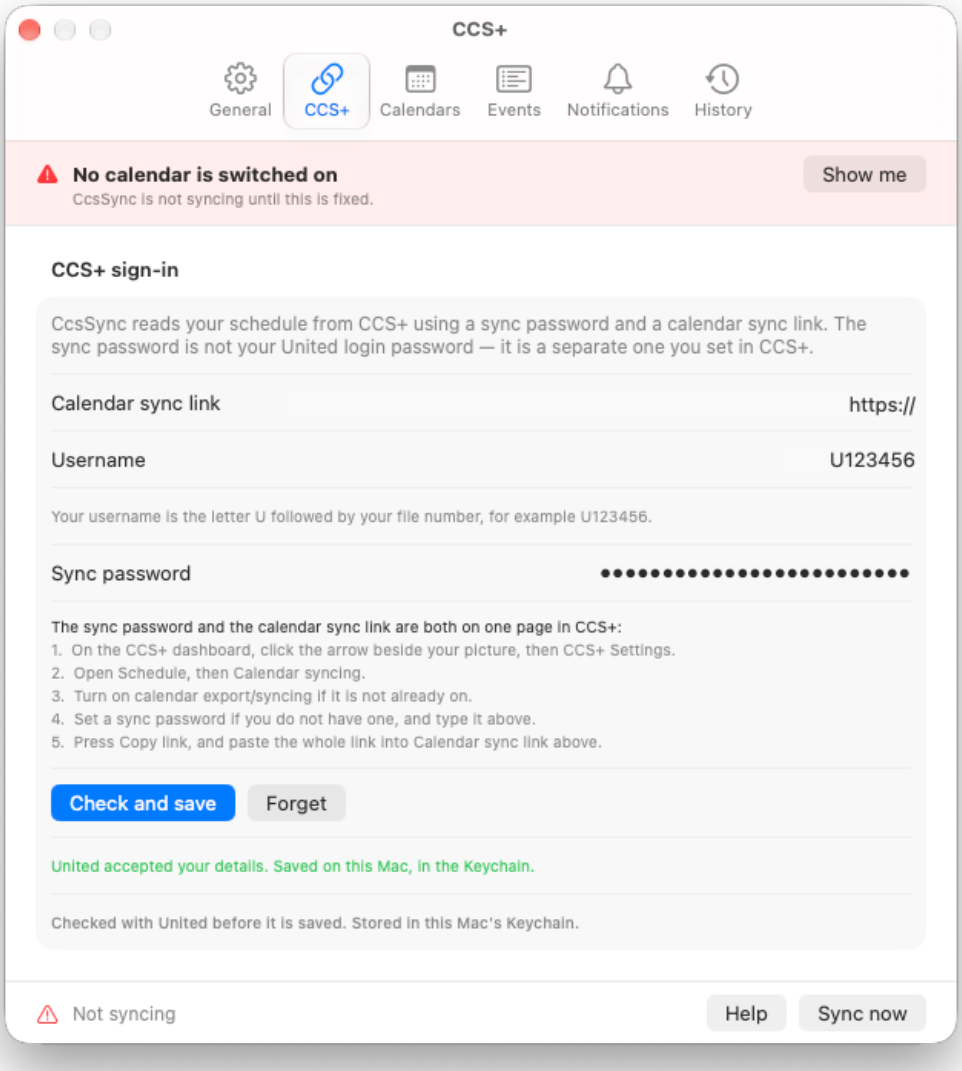
Part 3 – Connect CCS+

CcsSync reads your schedule through the calendar sync link that CCS+ provides, with a **sync password**. The sync password is **not** your United login password – it is a separate one you set in CCS+.

1. On the CCS+ dashboard, click the arrow beside your picture, then **CCS+ Settings**.
2. Open **Schedule**, then **Calendar syncing**. Turn on calendar export/syncing if it is not already on.
3. Set a sync password if you do not have one.
4. Press **Copy link**.
5. In CcsSync, open the **CCS+** tab. Paste the link into **Calendar sync link**, type your username (the letter U followed by your file number, for example U123456) and the sync password, and press **Check and save**.



The CCS+ tab before anything is entered.



After Check and save: United accepted your details. Nothing is saved until it does.

> **Where your details go**
>
> The link is accepted only at United's own address, so the sync password cannot be sent anywhere else. It is stored in this Mac's Keychain, encrypted.

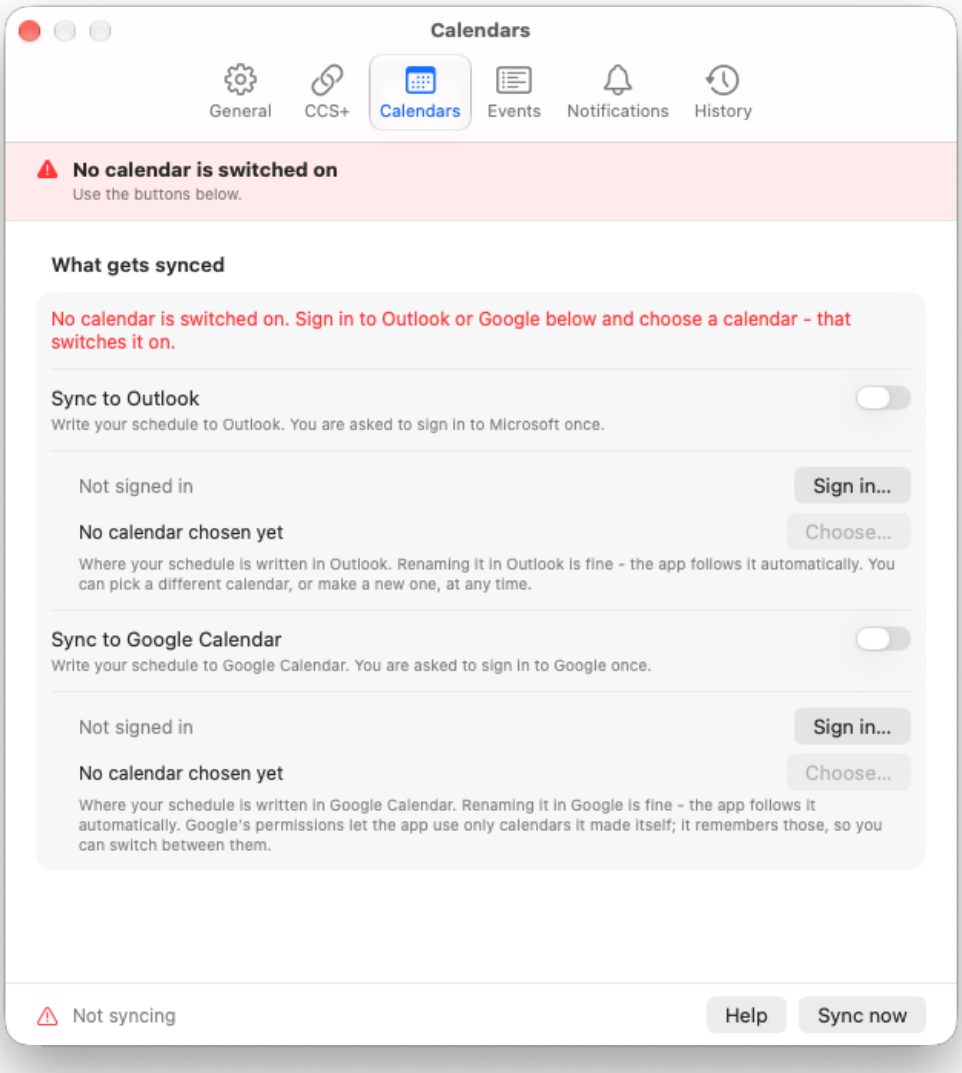
One entry per trip, or one per flight. CCS+ can send each trip as one all-day entry (its usual setting) or each flight as its own entry at its real departure and arrival times. On the CCS+ dashboard, click the arrow beside your picture, then **Calendar syncing** → **Edit calendar sync settings**; on the **Trips** tab choose **As individual flight segments**. CcsSync follows whichever you pick on its next check; trips already in the calendar from before the switch stay, as history. CcsSync can also do this itself from the

usual feed, keeping the layover details: **Settings › Events › How trips are written** – One per trip, One per flight, or Both.

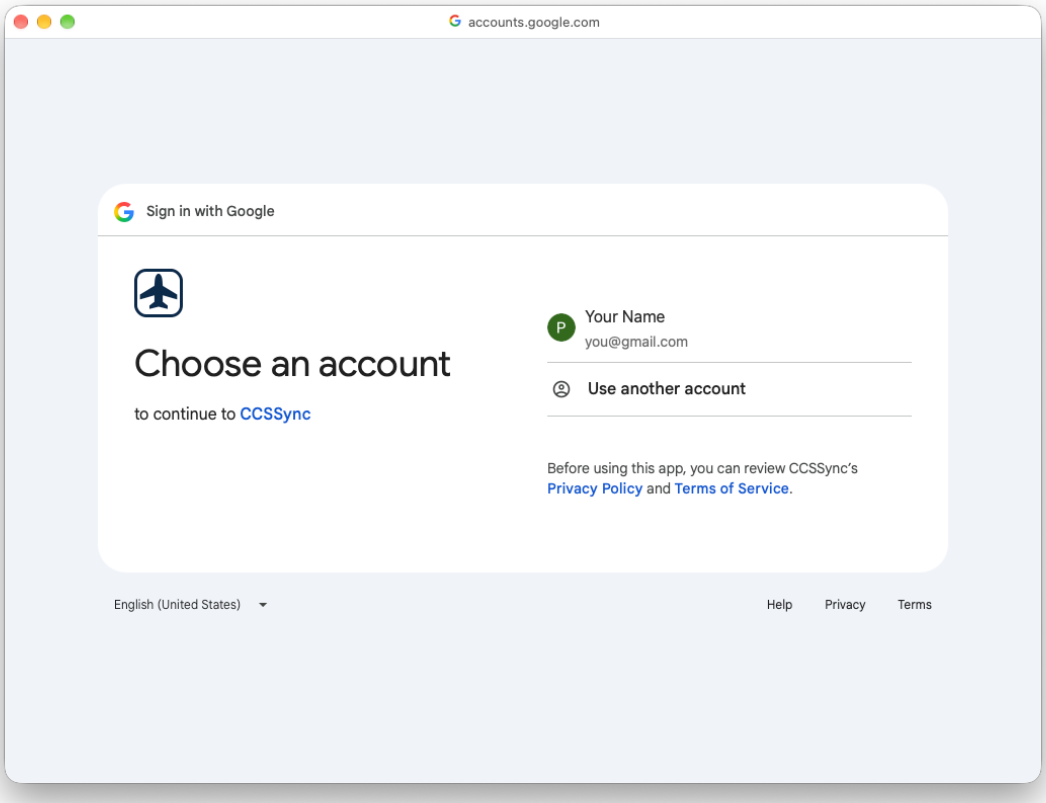
Part 4 – Choose Outlook, Google, or both

Your trips always go into a calendar of CcsSync's own, never into your personal one.

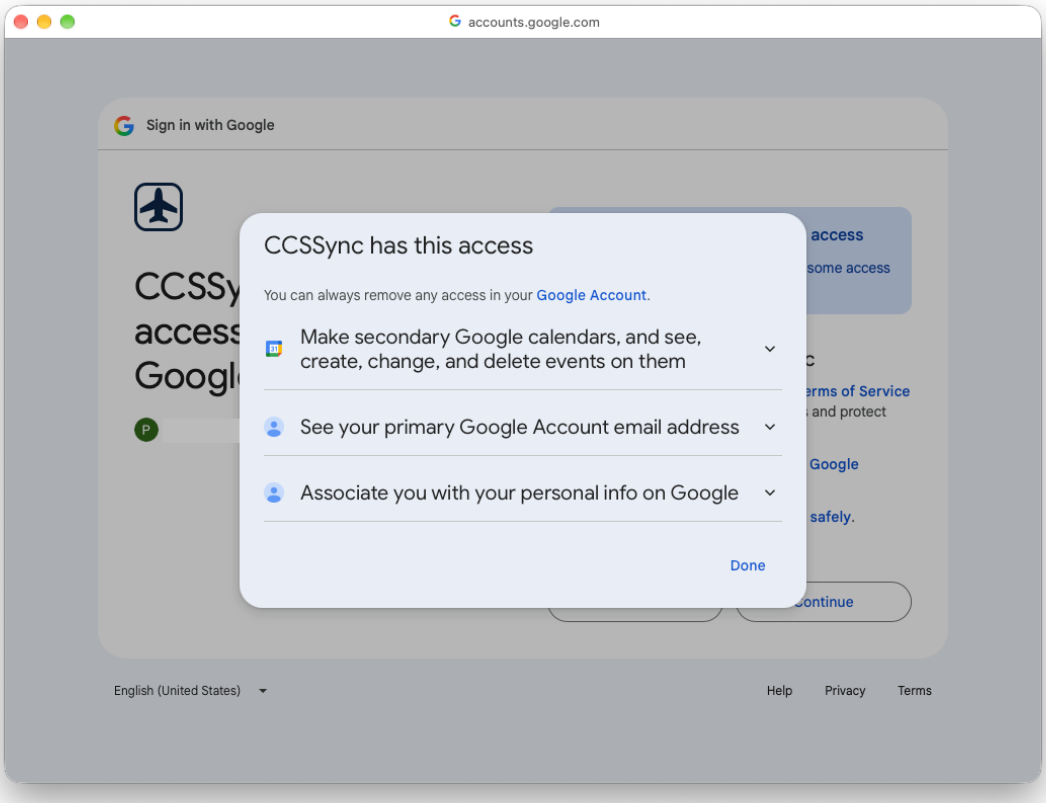
1. Open the **Calendars** tab and press **Sign in** beside Outlook, Google Calendar, or each in turn.
2. A sign-in window from Microsoft or Google opens. CcsSync never sees that password.
3. **Google only:** when Google asks what CcsSync may do, make sure the calendar box is ticked before you continue.
4. Back on the Calendars tab, press **Choose**. Type a name for the new calendar and press **Create**.



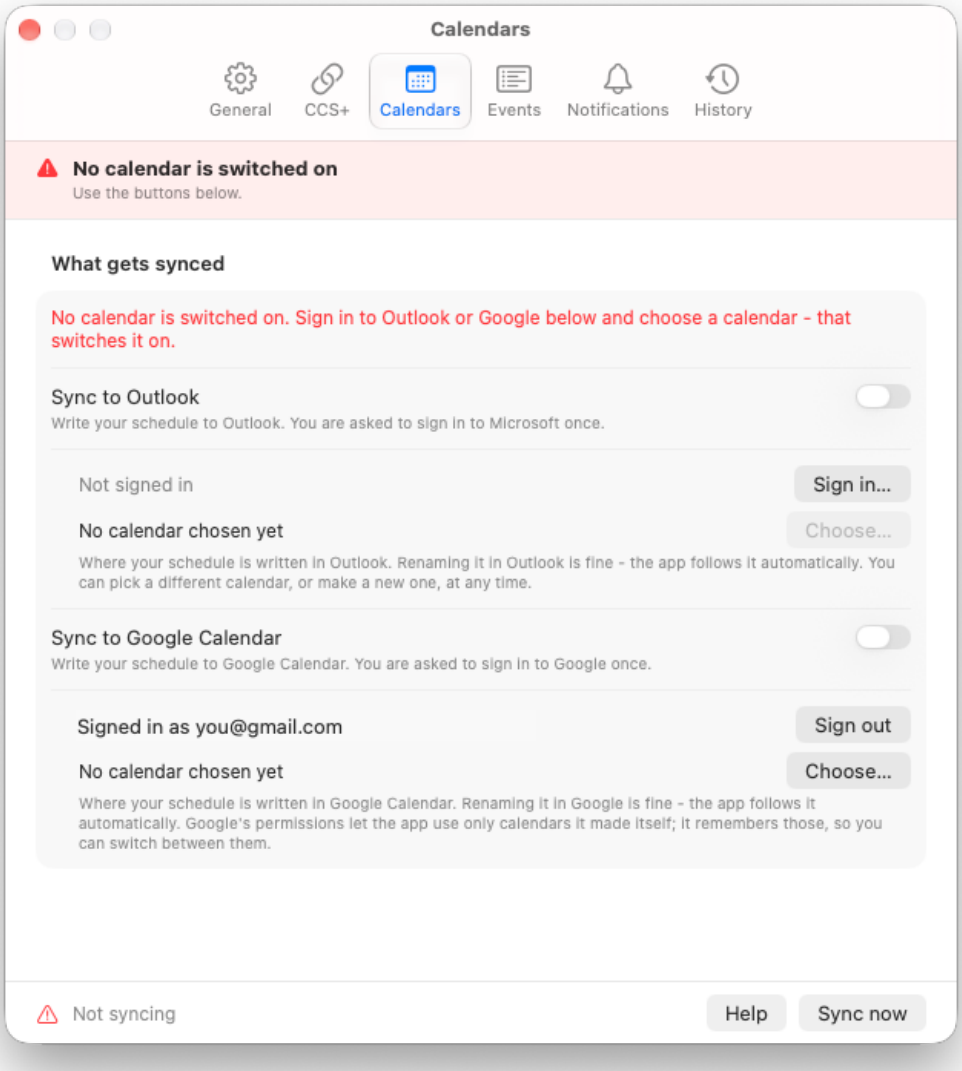
The Calendars tab before signing in.



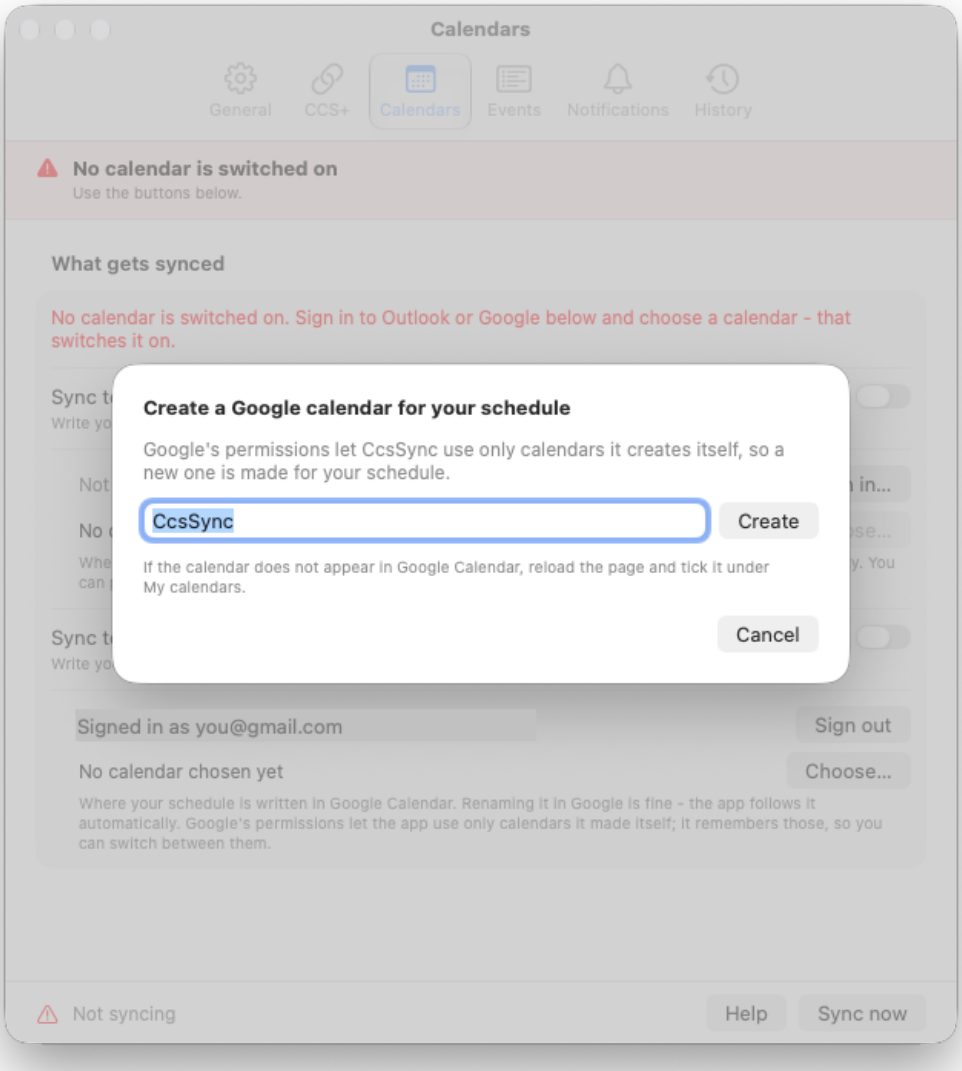
Google asks which account to use.



Google shows what CcsSync may do: manage the calendars it creates, and nothing else.



Signed in. Press Choose to pick or create the calendar.



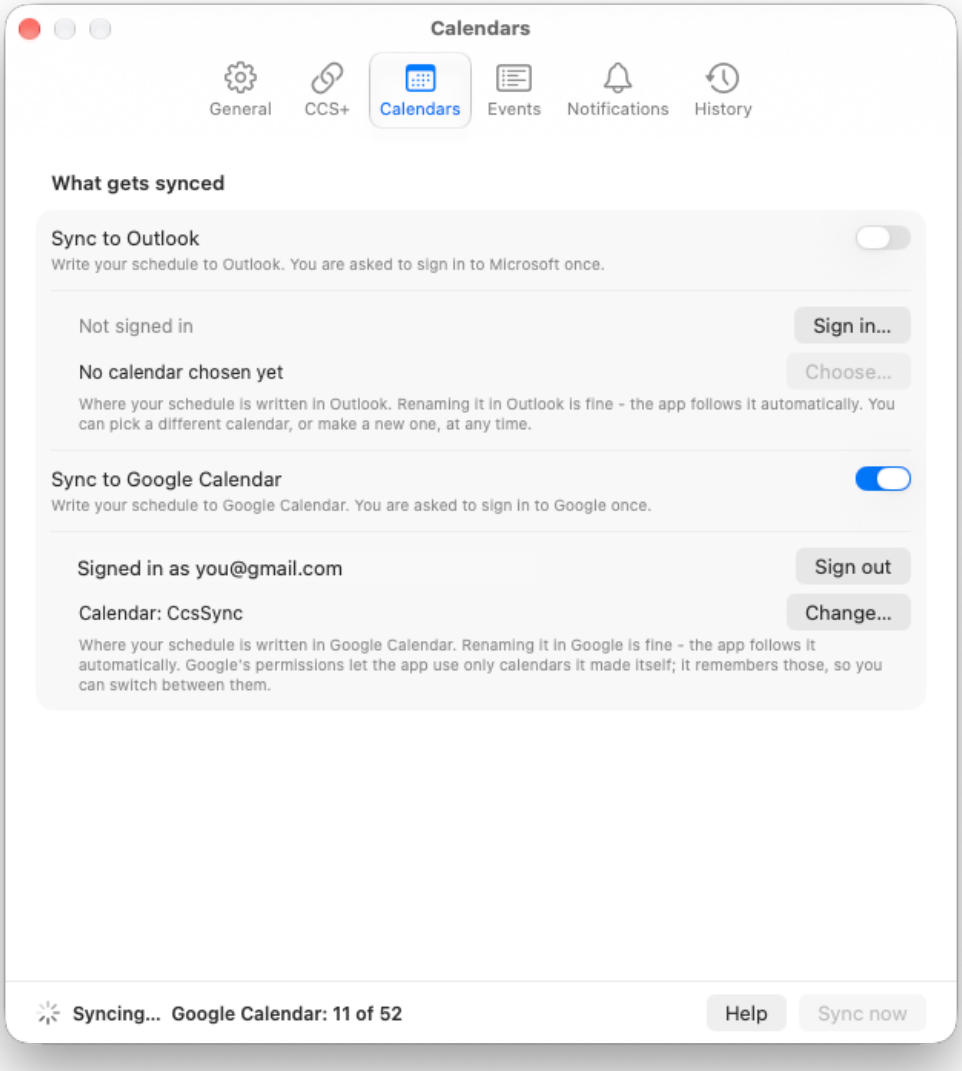
Type a name and press Create. Calendars CcsSync made before are listed here too.

> **Also put back my history**
>
> If this Mac holds past trips that the feed no longer sends, a box offers to write them into the new calendar as well. On a new install there is nothing to put back, and the box is not shown.

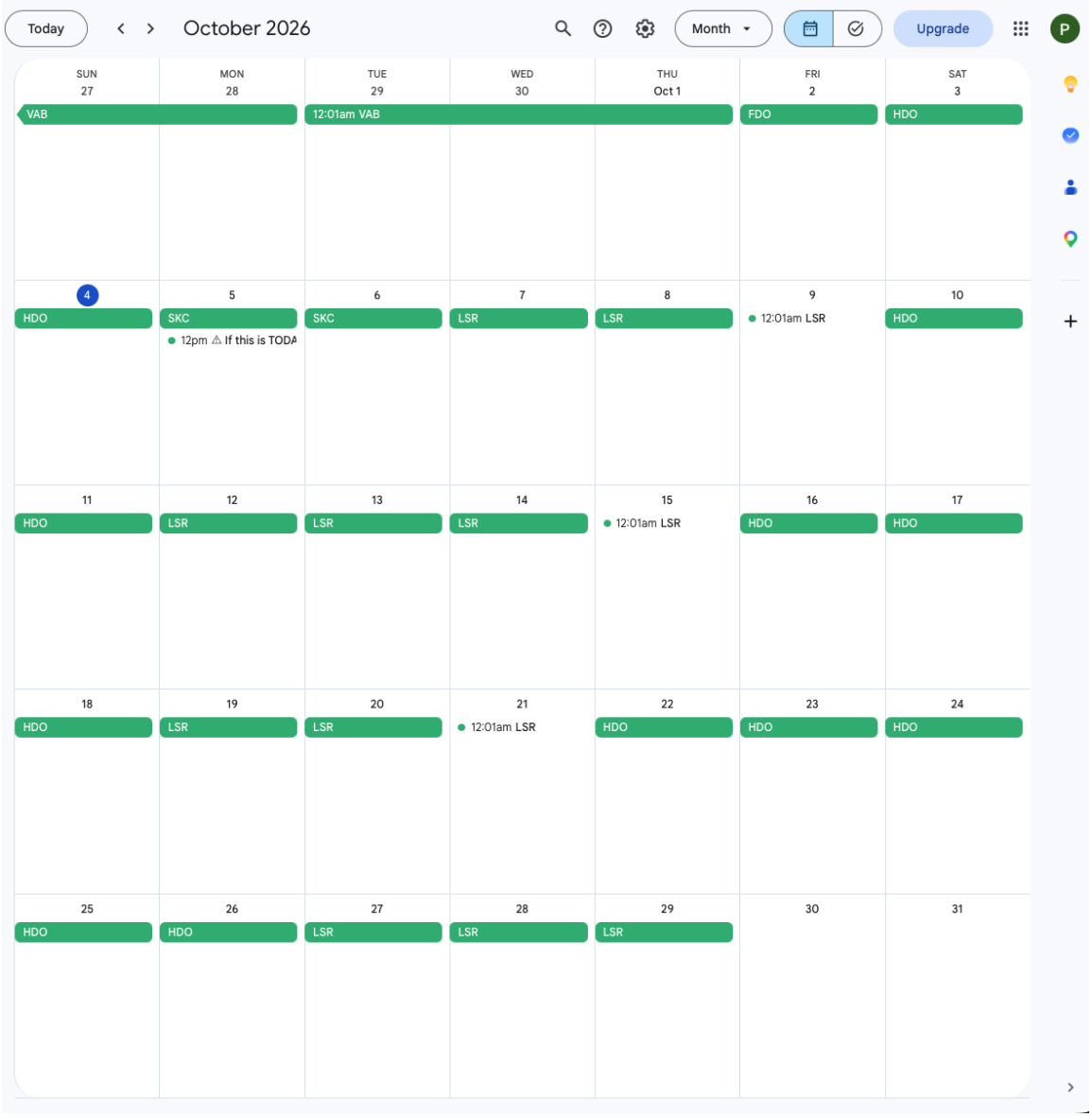
The first sync

The first sync starts by itself. The line at the bottom of Settings counts it, for example **Syncing… Google Calendar: 31 of 52**. Trips appear a few at a time, so wait for the count to finish before judging

the result.



The count at the bottom of Settings while the first sync runs.

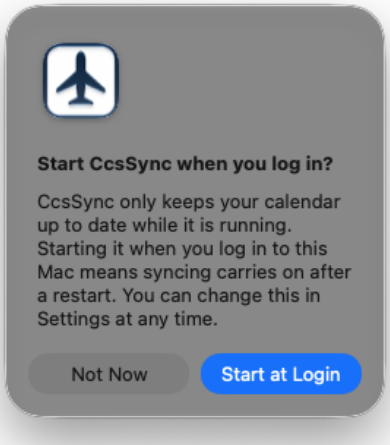


The result in Google Calendar.

> **Google only: the new calendar is not showing**
>
> Reload the Google Calendar page and tick the new calendar under **My calendars**. Google does not let an app do that for you.

Part 5 – Start it when you log in

CcsSync only keeps your calendar current while it is running, so after the first sync it asks once whether to start when you log in to this Mac. Say yes.



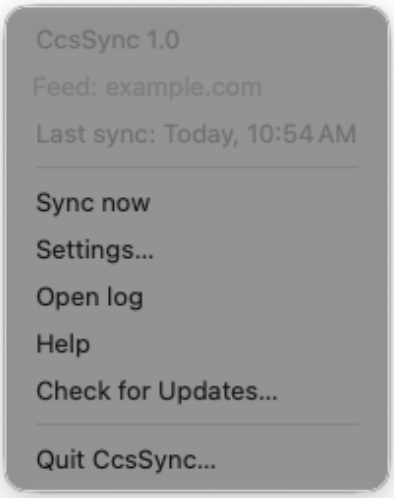
Asked once, after the first sync.

You can change it later under **Settings › General › Start when I sign in**. macOS also lists it under System Settings › General › Login Items.

> **A Mac that is asleep does not sync**
>
> CcsSync checks every five minutes while the Mac is awake, and catches up the moment it wakes. A Mac that stays on, such as an iMac or a Mac mini, keeps your calendar current all day; a laptop with its lid shut is current again as soon as it opens.

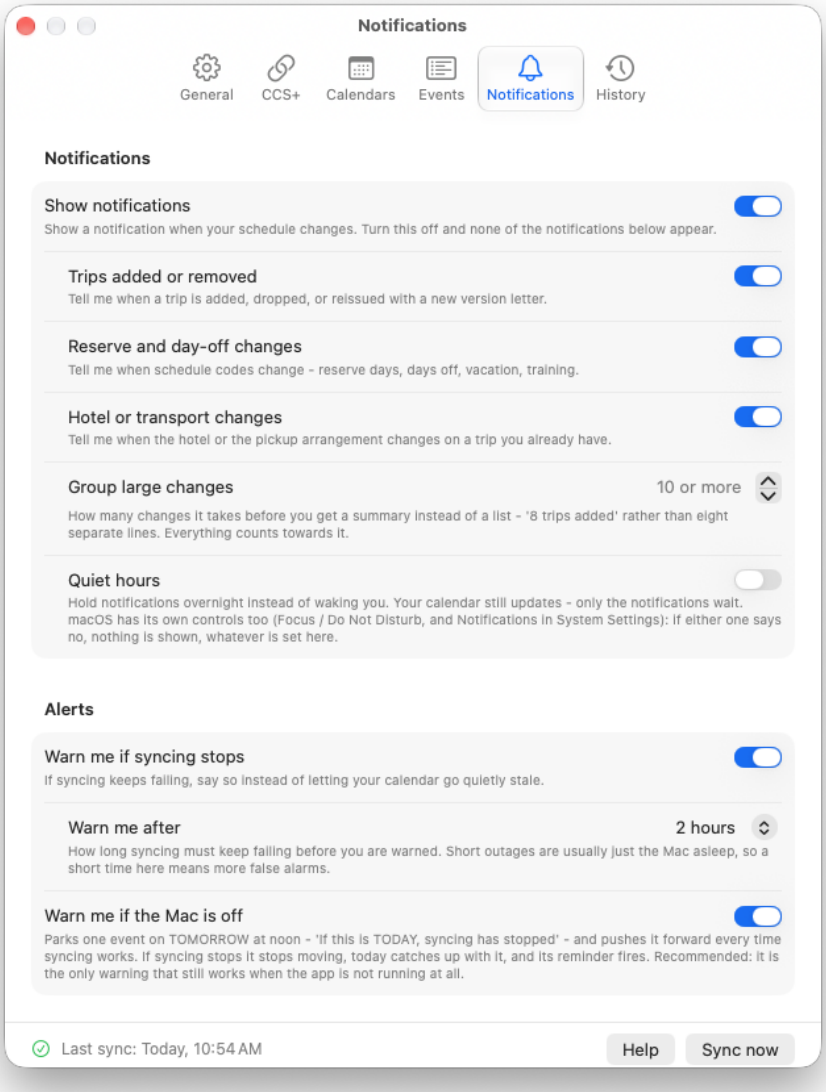
Part 6 – Day to day

Everything is under the icon in the menu bar.

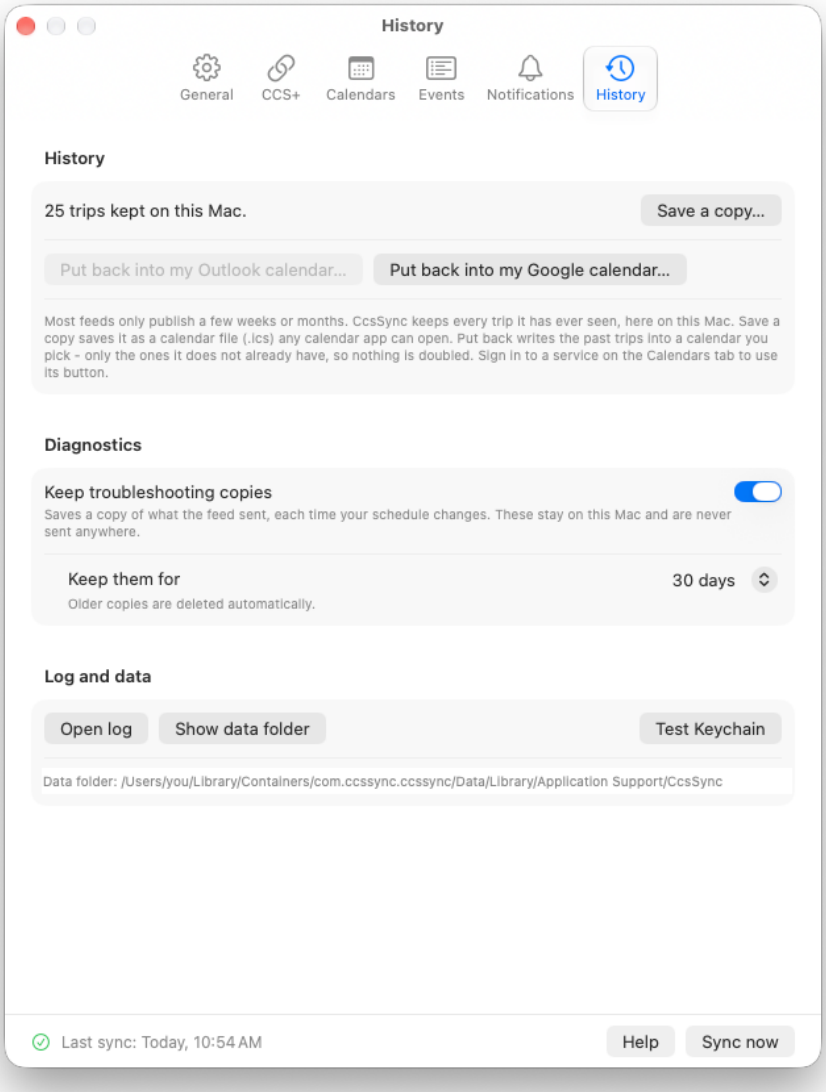


The menu: status, Sync now, Settings, the log, Help, updates, Quit.

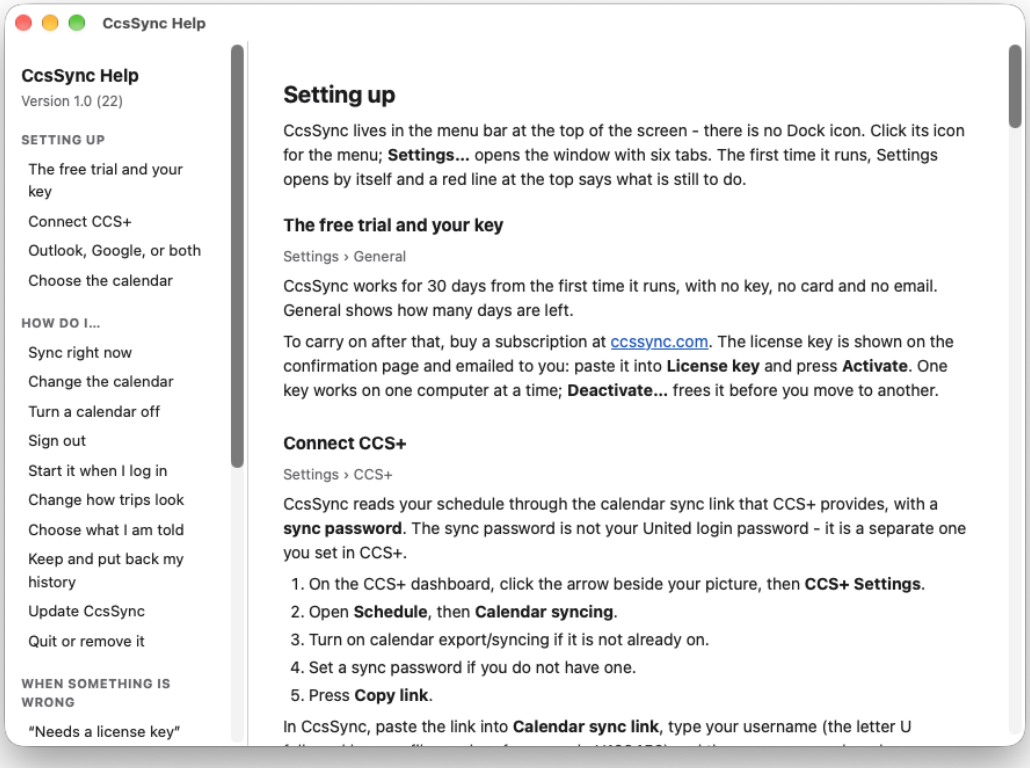
- **Sync now** – downloads the feed and writes every trip again, straight away.
- **Settings** – six tabs: General, CCS+, Calendars, Events, Notifications, History.
- **Open log** – what CcsSync has been doing. It opens at the newest line; Copy all copies it for a support email.
- **Help** – the full help, including a What's new page. It works with no internet.
- **Check for Updates** – CcsSync checks once a day by itself and offers a new version with a short note of what changed.
- **While the Mac sleeps** – it syncs only in the short background wakes macOS makes on its own, and fully within a minute of waking; see the Questions page on ccssync.com. Help inside the app, *It has not synced for a while*, says how to keep it syncing all night.



Notifications: what you are told about, and quiet hours.



History: every past trip is kept on this Mac, and can be put back into a calendar or saved as a file.



Help, from the menu or the button at the foot of Settings.

If something is wrong

The menu-bar icon changes and the menu's first line says what is wrong, in plain words, with a **Fix** item that does the fix or shows you where to. Settings shows the same line in red at the top of every tab. Help has a section for each message.

Quitting and removing

Quit CcsSync in the menu stops syncing until it is opened again. To remove it: switch off Start when I sign in, quit, and drag CcsSync from Applications to the Trash. Your trips stay in your calendars. If you want to use the key on another computer, press Deactivate first.

Questions

Email **support@ccssync.com**. Include what the menu's first line says, and paste the log if you can (menu › Open log › Copy all).

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