If you already have qiskit installed on your laptop, please check the version and if necessary upgrade it to qiskit : '0.15.0'

conda activate <your Qiskit env>
pip install --upgrade qiskit

Prepare your Windows

1)

Install Anaconda (with Python 3.7) , no need to install MS VS Code
https://www.anaconda.com/download/#download

2)

Install git
https://git-scm.com/downloads

3)

Check the name of the folder where Anaconda got installed
(in my case it was C:\Users\Sasha Lazarevic\Anaconda3)
Open control panel to edit system environment variables.
Select to edit PATH variable and add :
C:\Users\Sasha Lazarevic\Anaconda3
C:\Users\Sasha Lazarevic\Anaconda3\Scripts
C:\Users\Sasha Lazarevic\Anaconda3\bin
C:\Users\Sasha Lazarevic\Anaconda3\library\bin

4)

Use CMD. PowerShell has an issue with activating conda environments
Open the command prompt and create a folder where you will store your Qiskit files.
Change to that folder and clone the Qiskit files from the github by typing:
git clone http://github.com/Qiskit/qiskit-terra
git clone http://github.com/Qiskit/qiskit-tutorial

5)

conda create -y -n Qiskitenv python=3 pip
activate Qiskitenv
/* check that you are in the Qiskitenv environment by typing :
conda info -e
Qiskitenv should be preceded by an asterisk (*)
pip install qiskit
conda install ipykernel
python -m ipykernel install --user --name Qiskitenv --display-name "Python 3 (Qiskitenv)"

6)

Run in command prompt:
jupyter notebook

7)

Open a new notebook with your web browser
change the kernel to Python (Qiskitenv)

Or prepare your Mac

1)

> Install Anaconda
>> https://www.anaconda.com/download/#macos

2)

> Install git
>> https://git-scm.com/downloads

3)

> Open the terminal and run:
> conda create -y -n Qiskitenv python=3 pip
> conda activate Qiskitenv
>> /* check that you are in the Qiskitenv environment by typing
>> conda info -e
>> Qiskitenv should be preceded by an asterisk (*)

> pip install qiskit
> conda install ipykernel
> python -m ipykernel install --user --name Qiskitenv --display-name "Python 3 (Qiskitenv)"

4)

> Use your terminal to create a folder where you want to store your Qiskit files.
> Change to that folder and clone the Qiskit files from the github by typing:
> git clone http://github.com/Qiskit/qiskit-terra
> git clone http://github.com/Qiskit/qiskit-tutorial

5)

> Run in terminal:
> jupyter notebook

7)

> Open a new notebook with your web browser
> change the kernel to Python (Qiskitenv)

Create your Quantum Experience account and API token

1)

       Go to https://quantumexperience.ng.bluemix.net/qx
       Create your account and Sign in
       Go to "My account"
       In the upper right corner click on Advanced
       Click on Regenerate under the API Token
       Take this value and copy it to a secure place

2)

       Open command prompt (Windows) or terminal (MacOS),
       go to your Qiskitenv (activate Qiskitenv) and type python -i
       >>> from qiskit import IBMQ
       >>> IBMQ.save_account('YOUR_API_TOKEN')

3)

       Go back to your Jupyter Notebook and type:
       from qiskit import IBMQ
       IBMQ.load_accounts()
       ibmqxc = qiskit.IBMQ.get_backend('ibmq_5_tenerife')