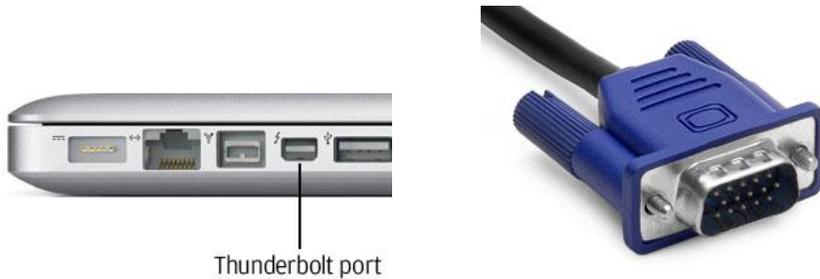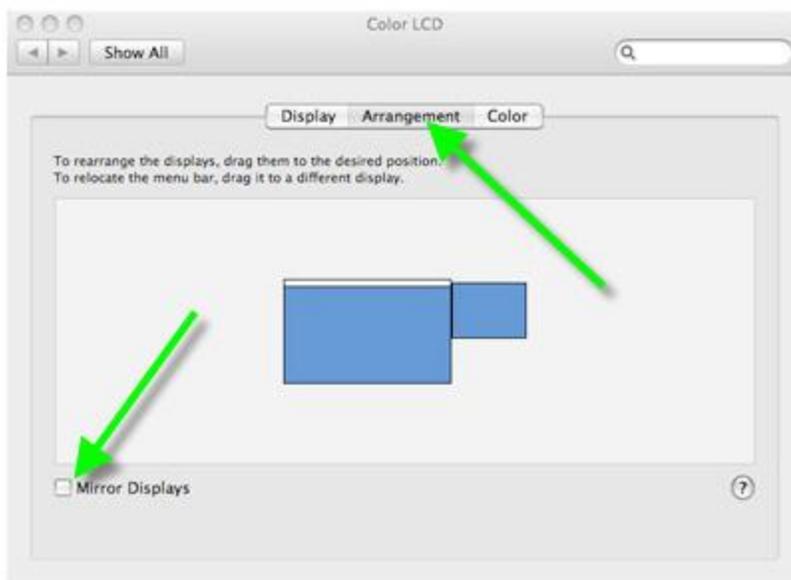1. You need an adaptor.

2. Connect the small end to your laptop, and the large end to the VGA cord.
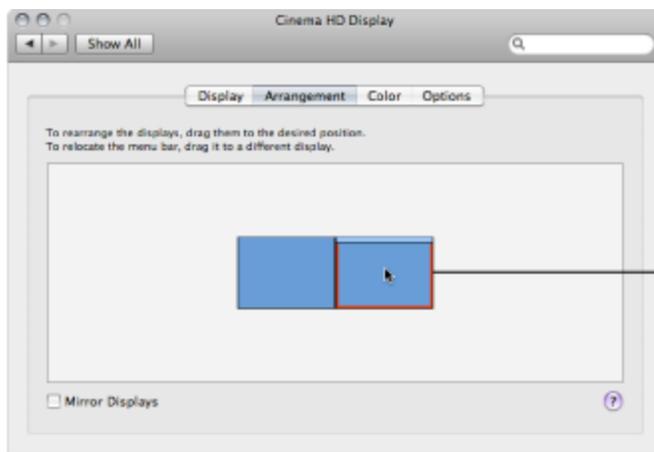
Thunderbolt port

3. If the display doesn't automatically appear on the projector screen, you are not mirroring. (NOTE: be sure you are connected to the projector - otherwise these options won't be available.)

>Click the apple in the top left corner
        >Select System Preferences
                >Click on Displays
                        >Click Arrangements
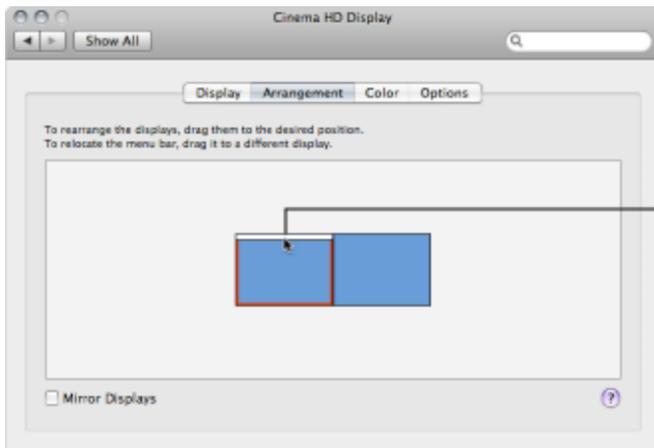   >Click the small box "Mirror Displays"

You may also have to adjust the resolution to show the screen proportionally. It should automatically detect the appropriate size, but you can adjust it.

If you want to run as 2 displays, keep the "Mirror Displays" box unchecked and under the arrangement option, drag the displays to match your preference/setup

The red outline indicates the screen of the display you are moving.

Drag the menu bar to the display on the left.